



Kith Homestead Policies and Procedures

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Safeguarding Policy

Statement

Everyone employed by Kith Homestead has a responsibility in relation to child protection and safeguarding children. In day-to-day contact with children and families – and particularly children identified as being at risk, staff have an opportunity to note concerns and to meet with parents and other associated adults.

This policy aims to outline the role that Kith Homestead will have in relation to child protection, the procedures that facilitators should take and guidance on issues related to child protection generally. It is not exhaustive. All facilitators should use as a rule of thumb the needs and safety of the child as being at the centre of any decision they make.

The Aims of the Policy

The aims of this policy are:

- to raise awareness of individual responsibilities in identifying and reporting possible cases of abuse
- to provide a systematic means of monitoring, recording and reporting of concerns and cases
- to provide guidance on recognising and dealing with suspected child abuse
- to provide a framework for inter-agency communication and effective liaison
- to identify strategies and interventions available to support children at risk.

Procedure

In order to safeguard children we will:

- adopt child protection guidelines as recommended by our Local Safeguarding Children Board (North Yorkshire Safeguarding Children Partnership) and other appropriate professional bodies
- implement appropriate procedures and code of conduct for the Kith Homestead team
- raise awareness with facilitators and clients that concerns about the welfare of a child and child protection are taken seriously, with appropriate action being taken
- create an environment where children are listened to and their concerns taken seriously
- share information with other agencies on a need-to-know basis
- involve parents and children, except where doing so would put the child at greater risk of harm
- follow safer recruitment guidance and procedures
- provide effective management through access to supervision, support and training
- review this policy at regular intervals to ensure it is updated and informs day-to-day practice.



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Designated Person

The designated person is **Lorna Norton** (owner). Their role is to help coordinate any concerns that are raised regarding the welfare of a child and to liaise with other professionals where appropriate, including the local authority of social care for children.

The designated person will:

- coordinate action within the provision and liaise with social care and other agencies over cases of abuse and suspected abuse
- act as a source of advice within the provision
- ensure that facilitators are familiar with the provision's policy and procedure
- make child protection referrals, recording and reporting accordingly
- liaise with agencies about individual cases
- organise training on child protection and safeguarding children within provision
- ensure that appropriate strategies for recording and reporting incidents are kept within provision
- provide appropriate feedback to members of staff as and when necessary.

Facilitators

Facilitators should:

- be alert to the signs of abuse as detailed in this policy
- report any concerns immediately, where possible to the designated person
- consult with the designated person if in any doubt as to how to proceed
- follow the advice given in this policy in relation to how to handle disclosures.
- Report any concerns regarding E-Safety or social networking to the designated safeguarding lead.

Partnerships with Parents

It is important for Kith Homestead that as an establishment we have a respectful approach to working with parents, including parents' and children's need for privacy is respected. However, the priority is the needs of the child and effective liaison is crucial for this.

It is recognised that families from different backgrounds and cultures may have different approaches to child-rearing. These differences are acknowledged and respected providing they do not place the child at risk as defined later in this policy.

Where possible facilitators will work with and share information with parents. Permission for liaison and information sharing with outside agencies will be sought unless it places the child at risk. In these cases it is preferable to seek advice from social care or make a child protection referral.



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Guidance on Recognising Abuse

Child abuse is a term used to describe ways in which children are harmed by someone often in a position of power. It is not the responsibility of staff to decide whether child abuse is occurring but to act on any concerns and report these to the appropriate party. The health, safety and protection of a child are paramount.

Abuse might fall into the categories of:

- physical
- emotional
- sexual
- neglect.

Staff should respond appropriately to signs and symptoms in a child which gives them cause for concern. These include:

- significant changes in children's behaviour or appearance
- frequent mood changes
- deterioration in their general well-being
- unexplained bruising, marks or signs of possible abuse
- signs of neglect such as being unkempt
- comments children make which give cause for concern
- not wanting to go home
- seductive behaviour
- a child who is quiet and withdrawn
- a child who gives the impression of being unloved and unhappy.

Policy on Dealing with Suspected Abuse

All staff should refer concerns to the designated person as soon as possible. In the meantime, they should:

- consider the child's welfare is paramount
- believe the child and take them seriously
- remain calm and caring
- reassure the child that they have done the right thing in talking to them
- make notes of the conversation as soon as possible, using the child's own words
- explain what will happen next and who will be told

Staff should not:

- promise confidentiality
- postpone the discussion until a different time
- interpret what they have been told
- probe or ask leading questions.

Where the staff member suspects that a child is being abused they should:

- immediately tell their line manager or the designated person for safeguarding and child protection about their concerns



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- make factual notes of what has occurred, using the child's own words where relevant, and any action taken.

The designated person will follow the procedure below.

- Where possible, they will discuss concerns with the child and their parents and obtain agreement to make a referral to children's social care unless this discussion would put the child at increased risk of significant harm.
- Seek professional advice if unsure about whether or not to talk to parents first.
- When a referral is made, agree what the child and parents will be told, by whom and when. Inform the recipient of the referral what information has already been discussed with the child and their parents.
- If a telephone referral is made it must be confirmed in writing within 48 hours. Children's social care should acknowledge the written referral within one working day of receiving it, indicating the course of action chosen. If nothing has been heard back within three working days, contact children's social care again.
- Under no circumstances confront the abuser. There is a risk of forewarning the abuser and compromising any investigation or prosecution.

Confidentiality

Relevant information about the protection of children must be shared with the investigative agencies, but only on a "need to know" basis.

Staff should be careful in subsequent discussions and ensure that information is only given to the appropriate person. All staff should be kept aware of issues relating to confidentiality and the status of information they may hold.

Procedure to follow when an allegation is made against a member of staff

1. The member of staff against whom an allegation has been made should always be:
 - a. treated fairly and honestly and helped to understand the concerns and the processes involved
 - b. kept informed of the progress and outcome of any investigation and the implications for themselves, eg disciplinary or related processes
 - c. kept informed about events in the workplace if they have been suspended.
2. Suspension does not need to be automatic. It should be considered in cases where:
 - a. it is suspected that a child(ren) is at risk of significant harm
 - b. the police are investigating the allegation
 - c. there are grounds for dismissal due to the nature of the allegation.

If the individual returns to work following suspension, the employer should consider what help and support might be appropriate and how best to manage the staff member's contact with the child concerned if they are still attending the setting.

3. Any allegation should be treated seriously and objectively, with those concerned keeping an open mind.

They should not:



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- a. investigate or ask leading questions if seeking clarification
- b. make assumptions or offer alternative explanations
- c. promise confidentiality (reassure that the information will only be shared on a “need to know” basis).

They should:

- a. make a written record of the information given, including the time, date and place of the incident(s), persons present and what was said; sign and date the written record. The nursery policies and procedures should be followed.
- b. In the event of a child being at possible risk from the staff member, the designated safeguarding officer will seek advice from the Local Authority Designated Officer (LADO) on how to continue the investigation and whether suspension is necessary.
- c. If the allegation is deemed to be true, OFSTED will be notified as soon as reasonably possible but at the latest within 14 days.
- d. Kith Homestead reserves the right to dismiss any employee in connection with any founded allegations following an enquiry.

Procedures to help protect staff from allegations of abuse

Staff will ensure -

- The safety and welfare of the child is always paramount.
- Staff must fulfil their responsibilities and duties towards children by working in partnership with parents.
- Staff relationships with children and families are conducted in a professional manner at all times.
- All provision policies and procedures are followed, those listed below are particularly relevant:
 - Parents as Partners
 - Behaviour Management
 - Equal Opportunities/Inclusion/Special Educational Needs.
- Staff must be vigilant in health and safety matters, e.g. recording any bruises/marks a child has on arrival in their incident book (separate pages for each child to ensure confidentiality) and keep comprehensive and up-to-date records.
- Comprehensive reporting of all children’s accidents should be made to parents, for their signature. Where possible any written account should be witnessed by a second staff member.

Advice, help and/or support is sought if they find a child’s behaviour is persistently challenging or difficult to manage.

Positive Handling

The positive use of touch is part of normal human interaction and may be appropriate in a range of situations, such as:

- giving guidance to children, such as how to hold a paintbrush or use the climbing equipment
- providing emotional support, for example placing an arm around a distressed child



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- giving physical care, such as assistance with toileting or changing a nappy or wet or soiled clothing
- providing first aid.

Kith Homestead staff will use appropriate care when touching children and will be sensitive to those children for whom touch may not be appropriate, such as a child who has a history of physical or sexual abuse or is from a particular cultural group. In all such cases, discussion will take place with parents/carers about the most appropriate forms of promoting the child's welfare.

Restrictive Physical Intervention

If a child is doing harm to themselves, or others including vandalism to the Kith property, staff members reserve the right to intervene with physical action. Including restricting the child's movements with their body if they are attempting harm.



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Behaviour Management

At the beginning of each term, children are reminded of our 3 respect rules.

- Respect each other
- Respect the space
- Respect yourself

These rules are spoken about in depth, the children understand the premise that there's no purposeful harm to be made to each other, themselves and the space. After setting the expectations, this is the baseline for all behaviour at Kith Homestead. The children will expand on all these in depth during the first session.

These expectations are repeated for each new child joining the group, or systematically as/when needed.

These are the following steps to manage behavioural issues;

1. When the behaviour contravenes the rules set above, the leader will first ensure the child/children/space is safe, that no harm or continued harm will be done to anyone or anything in the space.
2. Physical punishment will never be used. Physical restraint would only be used if a child was being unsafe to themselves, other children or the Kith property.
3. The leader will then call the individual(s) or group involved together to a safe space.
4. Hearing the child(rens) account of the incident one at a time.
5. Together the leader and child will find a solution for the behaviour.
6. If no resolution is reached, the child will be asked to remove themselves from the area and find a safe place to continue the session. I.e with one of the leaders.
 - a. Or the activity will stop and changed immediately to ensure the safety of the group
7. Should the behaviour be aggressive, threatening or put themselves, others or the space in continued considerable harm after being asked to stop, the leader will call the child's parents to request they be collected immediately.
8. Working together with the parents, a solution will be found which ensures the issue where the challenging behaviour stemmed from doesn't happen again.
9. If the behaviour occurs again the child will be removed from the group and won't be invited to continue at Kith Homestead.
10. In this situation, no refunds will be given.



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Complaints Procedure

Kith Homestead takes pride in the quality of community connection, leadership and care to all the children. If parents of the children who attend do wish to make a complaint it is our intention that the complaint will be treated seriously and dealt with promptly, impartially and sensitively. Parents can be assured that any concerns and complaints raised will not adversely affect a pupil or his/her opportunities at Kith Homestead.

Kith Homestead complaints procedure has two pathways:

Informal raising of a concern or difficulty with the staff member orally or in written form or a formal complaint in writing to the owner, **Lorna Norton**

A written record will be kept of all complaints that are made and whether they are resolved following an informal procedure, or proceed to a formal process. A record will also be kept of the action taken by Kith Homestead as a result of a complaint, regardless of whether the complaint is upheld.

Correspondence, statements and records will be kept confidential except where the body conducting an inspection under Section 109 of the Education and Skills Act 2008 requests access to them. Or a safeguarding complaint ensues meaning Kith Homestead would need to inform the relevant bodies.

Informal Resolution

It is hoped that most minor complaints or concerns will be resolved quickly and informally as part of the regular dialogue between parents and Kith Homestead staff. Kith Homestead staff will wish to take whatever measures necessary to sort out any problems effectively before they turn into a formal matter.

Formal Resolution

When an informal resolution is escalated to a formal procedure, parents should outline the issues and include all relevant information, stating that they wish to make a formal complaint, which members of staff have spoken to already, the nature of the complaint and the specific remedy they are seeking. The complaint will be responded to within 28 days. If there is no resolution within the time scale, the complaint can then be raised with OFSTED on enquiries@ofsted.gov.uk or 0300 123 4666

Such resolutions will include some or all of the following:

- giving advice or reassurance;
- explaining the context to an incident or a decision;
- gathering information from other staff or from pupils;
- finding information from other sources;
- reviewing or amending Kith Homestead practice;



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- giving feedback to parents;
- acknowledging and apologising for mistakes or oversights.



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Data

Kith Homestead requires the information you share with us to run our activities and to satisfy our legal responsibilities. In order to fulfil our Ofsted obligations, this is the information they wish for us to hold.

From the Ofsted registration requirements checklist:

Keeping records

You must keep records of the following and retain these for 2 years for each child you look after:

- their name, home address and date of birth
- name, home address and telephone number of their parent/guardian/carer
- a daily record of their name and hours of attendance
- any medicine given, including the date, circumstances and who gave it (this includes medicine that the child takes themselves) and a record of their parent/guardian/carer's consent

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You must also keep records of:

- any accidents on the premises
- the name, home address and telephone number of everyone living or working where you provide childcare

We'll keep it safe for as long as your child/ren attends Kith Homestead. We promise we'll only share your information if: you ask us to or the law requires us.

We'll never sell your data or share it for any other reason.

At Kith Homestead we respect the privacy of the children attending and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our setting.

We will use the contact details you give us to contact you via phone, email, social media and post, so that we can send you information about your child, our setting and other relevant news, and also so that we can communicate with you regarding payment of our fees.



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We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*



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Equal Opportunities and Inclusion

Kith Homestead believes that freedom from discrimination and equality of opportunity are fundamental rights and that each person, adult or child should be valued regardless of age, race, gender, disability, sexual orientation, religion or belief, HIV status, and social class.

Kith Homestead recognises that discrimination and victimisation is unacceptable and that it is in the interests of the homestead and those who visit to utilise their knowledge, experience and skills.

It is the aim of Kith Homestead to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics under the Equality Act 2010).

The nature of the Homestead and outdoor space may be limited to those who have physical disabilities. If there are concerns about accessibility, the owner, Lorna Norton, asks that potential visitors get in touch before visiting.

Personal Property

Whilst every reasonable care will be taken, Kith Homestead cannot be held responsible for any loss or damage to a child's property. We request that children's own toys are not brought onto site.



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Suitable Clothing Policy

The parent/guardian of each child is responsible for providing adequate clothing for their children, fit for the purpose of being outdoors in all weather. This means weather appropriate clothing and sturdy footwear.

To ensure that the children are sufficiently protected from the weather and the forest environment Kith Homestead requires children to be wearing appropriate clothing and footwear when entering the homestead.

Clothing could get wet and/or muddy so old home clothes are preferred. We require children to have long sleeves and long trousers in both winter and summer. This is particularly important in the summer to protect from tick bites, sunburn, stinging nettles and thorns.

Winter Clothing

The general rule is to wear layers which keep in the heat and can be removed if needed.

A child should wear or have access to:

- Warm hat
- Gloves
- Vest
- Long sleeved t-shirt/shirt
- Jumper/fleece
- Waterproof coat
- Waterproof trousers
- Wellies are preferred over walking boots because of the nature of the homestead
- Warm socks
- Thermal underwear

Summer Clothing

- Sun hat
- Sun cream applied before session - see sunscreen policy
- Light long sleeved top
- Light long trousers
- Enclosed shoes/boots

Parents will be sent a kit list at the start of each season with recommendations.



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Weather, Sheltering and Toileting

Weather and Sheltering

In the event of very extreme weather e.g high gusting winds over 39mph, thunderstorm, or below freezing continuous conditions the session at Kith Homestead will likely be cancelled. Each person booked to attend will be notified via phone and email at the first opportunity. Money will be transferred to attend a future session, not refunded.

During each session Kith Homestead staff will ensure that shelter is provided from sun and rain. The trees in the forest will provide good sun cover in the summer. There is a yurt space available throughout the year unless during very hot conditions or storms as mentioned above.

Sun protection Policy

Kith Homestead is primarily an outdoor setting which encourages children and adults to be outdoors amongst nature. During the summer months we are well aware of the need to protect the children from the harmful rays of sun. We have therefore developed this policy.

The staff will use their judgement to whether the children are safe to play in the heat and will make the decision as to whether areas of the Homestead are suitable to play in. During the hottest times of the day (between 11-2pm) when needed we will organise more activities in the cool shade of the woodland.

Kith Homestead requests that all parents provide a sun hat for their child to protect them from sun stroke and overheating. We recommend legionnaire style hats as these also provide protection to the child's neck, where the skin is especially vulnerable to being burnt. Parents are also requested to supply a thin t-shirt with long sleeves for the child to wear, as this will offer some additional protection for shoulders and arms.

Kith Homestead requests that all children arrive already wearing sunscreen during the summer months. We also request that each parent provides us with a bottle of factor 30 plus sunscreen for their child, clearly labelled with their child's name. Kith Homestead will request written parental permission to apply the sunscreen to their child (for those who need help) around midday in order to provide continual protection throughout the day. In the event that sunscreen has not been applied, the Kith facilitators will apply child appropriate sunscreen unless explicitly denied by parents in their registration form.

Water and other drinks are always readily available to the children throughout the year, but in the warmer months we place greater emphasis on the children having regular fluid intake, as small children can dehydrate very quickly. Kith Homestead does not have running water but has emergency fresh water tanks available.



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We will discuss sun protection with the children at the start of the summer, using age appropriate language. We will write to all the parents at the beginning of the summer term each year, reminding them of our sun protection policy and their responsibility to provide us with sunscreen, permission and a hat for their child.

If your child is particularly sensitive to the sun and needs additional protection (e.g. some children need to wear sunglasses as their eyes are sensitive to the light) please let us know and we will work in partnership with you to meet their needs.

Toileting

We will ask the children to use the toilet before leaving home as a comfort.

If the children need to go to the toilet we have a dry composting toilet on site.

All adult staff members have up to date, valid, DBS checks so are able to support children.

Children are encouraged to use the toilet independently, help is available if necessary.

We anticipate the children will need less support with this as their comfort with the site increases.



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Health and Safety Policy

Kith Homestead aims to ensure the health, safety and welfare of all staff and visitors whether adult or child and other individuals who may be affected by the Homestead's activities and actual existence.

The steps below will be actioned as a matter of course:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

Responsibilities of the facilitator of the day,

- when opening the Homestead to facilitate opening checks and risk assessment
- Identifying health and safety issues which may affect participants or staff
- Assessing activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the Homestead's activities. Kith Homestead staff hold the ultimate responsibility and liability for ensuring that the Homestead operates in a safe and hazard free manner.

Kith Homestead will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet the health and safety responsibilities.
- Providing adequate health and safety training for all staff.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate).
- Reviewing all reported accidents, incidents and dangerous occurrences, and the response, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers and any other adult who come into unsupervised contact with children at Kith Homestead have appropriate and up to date DBS checks.

Kith Homestead ensures that,

- Regular safety inspections are carried out.
- Any action required as a result of a health and safety inspection is taken as rapidly as possible.
 - An investigation is carried out on all reported accidents, incidents and dangerous occurrences.



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- Staff are adequately trained to fulfil their role within the Health and Safety policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times.

As such, they are required to:

- Have regard for the Health and Safety policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the lead facilitator, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at are safe.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so.



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Accident, medication and Illness

Policy statement

It is the policy of Kith Homestead that children in our care are kept safe at all times. Kith Homestead understands the duty to promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

Procedure

At Kith Homestead, we realise that all children have minor illnesses, such as minor coughs and colds, from time to time that do not prevent them from attending. In these circumstances' facilitators will allow children to attend.

Kith Homestead is aware that some children have longer term illnesses and conditions that, while serious, do not affect their day to day life and that living a 'normal' life and attending other settings is an important part of their coping with that illness. These cases will always be discussed with parents/ carers at the enrollment stage and, if accepted at Kith Homestead, a suitable healthcare plan will be agreed which may involve the administration of medication. However, Kith Homestead is also aware that some children will have minor or serious illnesses from time to time that does prevent them from attending the setting. It is therefore the policy of Kith Homestead that children who have anything more than a minor illness should be kept at home.

This is particularly important in the case of infectious illnesses that might spread.

Children with the following signs or symptoms will be excluded from Kith Homestead:

- Diarrhoea and/ or vomiting
- Doubtful rash
- Infectious illness, eg, chicken pox, mumps or measles
- Fever or temperature

Parents/ guardians should be advised that their children may not return to Kith Homestead until a number of hours/ days after they have been symptom free. KithHomestead follows the Public Health Agency (PHA) guidance on infection control www.publichealth.hscni.net

If a child arrives at Kith Homestead ill, the lead facilitator will take the decision as to whether the child is fit to attend or not. If the lead facilitator makes the decision that the child is not fit to attend the Homestead, the parent will be asked to take the child home.

Emergency procedure

If the child becomes ill while at Kith Homestead or has an accident then the lead first aider will be asked to see the child immediately and the child's parents/ carers should be called and asked to collect the child. While waiting for the parents/ carers the child will be monitored and



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comforted and given the chance to rest in a quiet area. If the child's condition worsens such that it causes concern to the lead first aider, then suitable medical treatment should be arranged in the form of a GP, ambulance or transport to Accident and Emergency as appropriately and the parents/ carers informed.

In the event of illness or accident requiring hospital treatment, the lead facilitator will try to inform the parents/carers immediately and arrange to have the child taken to hospital. The staff member who takes the child to hospital should stay with the child until the parents/ carers arrive.

If the parents/ carers do not arrive or are unable to be contacted, the facilitator should stay with the child until appropriate treatment has been given and follow the advice of a responsible doctor/medical practitioner. Where appropriate they should return with the child to Kith Homestead where he or she would be cared for until the arrival of parents/ carers.

In all cases the first aider/ facilitator will complete a detailed report of what happened and the action which was taken.

Any accident or injury to a child will be recorded in the accident book and, in the case of a serious injury, an appropriate report made to Ofsted.

Reports should be made via the Ofsted contact centre 08456 404040

Administration of Medication

Kith Homestead puts the well-being of the children in its care at the very core of its services. Kith Homestead is keen to help children attend, where appropriate, even if they are taking medication, and to enable this to happen staff are to follow the following procedures for giving any child medication on site.

Procedure

In order for medication to be administered the following procedures must be adhered to by parents/ carers and staff for the health and well-being of all the children in the setting. Kith Homestead requires written and signed consent on a medication form provided by the setting, in advance by parents/ carers. Clear dates, dosage and expiry dates of any medication must be provided.



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Any medication left with staff for administration must be in its original container and bear its original label. The label must be legible and must have the child's name on it.

When administering medication staff should:

- Only senior facilitators are to administer medication.
- Ensure another member of staff is available as a witness.
- Staff should wash their hands before administering medication.
- Refer to the permission to administer medication form and carefully check all administration details are correct.
- Be certain of the identity of the child to whom the medication is being given.
- Check the name of the medication matches the medication consent form.
- Check the name of the child on the medication, matches the medication form.
- Check the dose and method of administration.
- Check the expiry date.
- Administer the medication as instructed on the medication label/ container and as specified on the medication consent form.
- Keep clear and accurate, signed records of all medication administered or refused.
- Monitor any children taking medication and report any side effects immediately to a member of management.
- Inform parents/ carers that the medication has been given when they collect their child. Parents/ carers will be asked to sign an administered medication slip provided by Kith Homestead

All medication will be stored securely in the locked shed which is not accessible to children. Unused or surplus medication will be returned to parents/ carers.

If the child refuses to take their medication, staff will never attempt to force compliance. They should note the refusal in their records. Management will then make a decision on whether parents need to be notified as soon as possible about the refusal or on collection. If the refusal of medication results in an emergency, the emergency procedures should be followed, as detailed above.

Kith Homestead will administer non-prescribed medication but require parents/carers to complete a medication consent form provided which must be signed.

If the staff deem that the child's health has deteriorated or they have concerns for his/ her health, parents/carers should be contacted by a senior member of the team and asked to collect the child.

If parents/ carers are unable to collect their child, arrangements for the child to be collected by another named person should be made. If they have not been to the setting before, the password system will be used.



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Medicine forms are required to give permission for an emergency treatment of chronic illnesses, such as asthma where inhalers may need to be given on a long term basis.

Staff may be asked to attend training in the administering or monitoring of medication and to meet specific needs concerning administration, or other health related matters. This could be but not exclusively, epi pen training.

In an emergency, a first aid trained member of the team should be called, an ambulance called for and parents/ carers informed immediately.

The management of Kith Homestead are responsible for ensuring that there are enough staff trained in the administration of the medication and the first aid trained.

They should also ensure that staff follow and understand all the policies and procedures that have been put in place. Staff will be asked to feed back to the management team any areas of concern or to identify any training needs that they may have.

The policy will be reviewed yearly and amendments and/ or changes will be made accordingly.

Medical information, including details about medicines, should be treated as confidential by all staff. The manager should agree with parents/ carers if anyone else is to have access to the records and other information about the child.

Temperature/ fever during the nursery day

Kith Homestead gains signed permission from parents/ carers on registration to allow staff to administer paracetamol suspension to their child should their temperature exceed 38 degrees while at Kith Homestead if contact cannot be made to parents/ carers.

Paracetamol suspension can only be given after 4 hours of the child being at Kith Homestead and can only be administered following the directions and dosage on the box/ leaflet.

A senior member of staff will administer the medicine with another member of staff witnessing. An administration slip will be completed for parents to sign on arrival. Kith Homestead will try and contact parents/ carers to make them aware of the child's temperature. If an emergency should arise, staff will follow the emergency procedure explained above.

Asthma

Kith Homestead understands asthma to be a common health condition involving the respiratory system in which the airways constrict and become inflamed, causing symptoms such as, wheezing, shortness of breath, chest tightness, and coughing. These episodes may be triggered by such things as exposure to an environmental stimulant such as an allergen, environmental tobacco smoke, cold or warm air, perfume, pet fur, moist air, exercise or exertion, or emotional stress.



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In children, the most common triggers are viral illnesses such as those that cause bronchodilators, which is often administered via an inhaler.

Kith Homestead believes that children who suffer from asthma should have the opportunity of being able to play a full and active role in life and should not suffer from exclusion or discrimination in any way due to their condition.

Kith Homestead recognises that asthma is a widespread and serious but controllable condition and that children with asthma can do and participate fully in aspects of life.

Children with asthma will be welcomed and included in all of the activities at the setting.

We recognise that children with asthma will need immediate access to reliever inhalers at all times.

We will keep a record of all children with asthma by asking parents/ carers to complete a health care plan which details the medication and administration process.

We will ensure that children with asthma are not stigmatised or treated differently or discriminated against and we will help all children attending to have a better understanding of asthma.

The setting will work in partnership with parents/ carers, and medical practitioners if required to ensure the health care plan is implemented and maintained successfully.

Medication arrangements

Kith Homestead understands that in the case of an asthma attack immediate access to reliever medicines, usually an inhaler, is essential.

In order for medication to be administered the following procedure must be adhered to by staff:

- Kith Homestead requires a medication consent form and/ or a health care plan, to give signed permission for staff to administer any medication.
- Clear details should be on the form, stating the dosage, expiry date and the administration procedure.
- Medication should be in its original container and bear its original label. The label must be legible and have the name of the child clearly written on it.
- On receiving the medication, staff should ensure medication is clearly labelled and check the expiry date.
- Reliever inhalers will be kept in the locked shed or in the facilitators backpack if on an adventure walk.
- Staff are to ensure that medication is given to the child's whose name is on the consent form/ health care plan and all the details are checked by the senior staff member administering, and the staff member witnessing.
- Any administration of medication will be recorded and reported to parents/ carers on collection, where they will be asked to sign an administered medication slip.



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Staff in the setting will never give medication to a child when it has been prescribed to another child.

Managing medication on outings and trips

The management team should ensure that medication is stored in the lead facilitators outing bag which remains with a senior, first aid trained member of staff at all times. Staff will ensure that trips or outings are completed at appropriate times that will not interfere with medication times for any child's medication which requires refrigeration.

The senior, first aid trained member of staff has a copy of the child's medical form and/ or their health care plan.

Insurance

The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on Kith Homestead. Kith Homestead has insurance cover appropriate to its duties under this legislation.



Kith Homestead Policies and Procedures

Lost Child

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out risk assessments. In the unlikely event of a child going missing, our missing child procedure is followed.

- At the beginning of each session, the children and participants are reminded of the boundaries of play. These boundaries are for the safety of all.
- During the session the group is monitored closely to ensure everyone is accounted for.
- The main "base camp" area is the fire circle area in the woodland. This area will be a central meeting place and children/adults are to be made aware that this is the place to return to each time.
- Children and adults are made aware during the opening circle that a cow bell is the sound for activities and they should come to the "base camp"
- Children and adults are made aware during the opening circle that a whistle is an emergency sound and they should meet at the car park area immediately.

Procedure 1 - Child going missing on the premises

1. As soon as it is noticed that a child is missing after an initial search of the Homestead, the facilitators bring the group together in a safe space.
2. The lead facilitator will carry out a thorough search of the Homestead.
3. The register is checked to make sure no other child has also gone astray.
4. After 10 minutes, if the child hasn't been found, the lead facilitator calls the police and reports the child missing and then calls the parent.
5. The facilitators establish when and where the child was last seen and records this.
6. Continue looking until the police and parents arrive and next steps are established.

Procedure 2 - Child going missing on an outing

This describes what to do when facilitators have taken a group out of Kith,

1. As soon as it is noticed that a child is missing, staff on the outing ask children to stand in a line so they can carry out a headcount to ensure that no other child has gone astray.
2. One staff member searches the immediate vicinity but does not search beyond that.
3. After 10 minutes, if the child hasn't been found, the facilitator contacts the police and reports the child as missing.
4. The facilitator contacts the parent, who makes their way to the setting or venue as agreed with the facilitator.
5. Kith Homestead is advised as the best place to gather back together, as by the time the parent arrives, the child may have returned to the setting.
6. Staff members take the remaining children back to Kith Homestead.
7. Facilitators are to keep calm and do not let the other children become anxious or worried.



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8. The owner, Lorna Norton will carry out a full investigation taking written statements from the staff.
9. The key staff member writes an incident report detailing:
 - a. The date and time of the report.
 - b. What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
 - c. When the child was last seen in the group/outing.
 - d. What has taken place in the group or outing since the child went missing.
 - e. The time estimated that the child went missing.

A conclusion is drawn as to how the breach of security happened. If the incident warrants a police investigation, all staff cooperate fully. In this case, the police will handle all aspects of the investigation including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address. The incident is reported under RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences) arrangements; the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution. In the event of disciplinary action needing to be taken, Ofsted is informed.

Managing people

A missing child incident is very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible. The children may also be sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them. Parents of the group should be informed of any incident involving a missing child.



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Emergency Procedures Policy

Below are the steps Kith Homestead facilitators take when dealing with an emergency.

1. The lead facilitator will assess the situation, the nature and extent of the injury/accident.
2. They will ensure that the rest of the group are safe from danger and are adequately supervised. Doing a head count to ensure all children/adults are accounted for.
3. They will attend to the casualty, giving first aid where necessary.
4. After all such accidents or incidents will be recorded in detail and logged in the Incident/Accident Record Book.
5. Parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken
6. Kith Homestead will notify Ofsted and Social Services of any serious accident, illness, injury or death of any child whilst in its care. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
7. The facilitators and owner should consider whether the accident or incident highlights any actual or potential weaknesses in the policies or procedures, and act accordingly, making suitable adjustments where necessary.
8. In case of injury If anyone sustains an injury or illness which cannot be treated by first aid on site and requires medical assistance:
 - a. In serious cases, the parent/emergency contact should be called to inform of the situation. Asking to confirm the parent is happy to have us call an ambulance on their child's behalf.
 - b. Call 999 and request an ambulance
 - c. The rest of the group will be supervised away from the incident and if in danger, will be moved to safety.
 - d. One member of the staff will meet the ambulance at the site entrance and direct the crew to the incident site.
 - e. If the injured child is taken to hospital, one member of staff will go with them and the child's parent will be updated about the situation by the remaining staff.
9. In minor cases, the lead facilitator will arrange to contact the parent of the injured child so they can be collected and taken to the hospital, doctor or home.



Kith Homestead Policies and Procedures

Visitors to Kith

Kith Homestead is situated on a private farm in the rural outskirts of Harrogate/Leeds. It is up a private road only frequented by the farmers, their farm vehicles, delivery drivers and guests of the farmers. This road passes past Kith Homestead.

There is a public bridleway which runs along the private road passing by the entrance to Kith Homestead. This bridleway is used by walkers or horse riders very infrequently.

Kith maintains high standards of safety for those who are attending sessions. In the event of an uninvited visitor to the homestead, the lead facilitator will approach the person and ask them to leave the homestead or deal with the person accordingly i.e. help with directions.

In circumstances which merit it, the police will be called and asked to deal with the individual. In that situation, the children will be asked to enter the yurt space where the 2nd facilitator will lead games or crafts until the situation is resolved.

Kith is a venue where prior booking is needed to attend sessions. Visitors invited to lead sessions will sign the visitor agreement and log.

All visitors invited to attend Kith Homestead during a child only session will be introduced via email correspondence to the parents prior to the session. Visitors will not be left with the children on their own.



Kith Homestead Policies and Procedures

Phone and Camera Policy

The purpose and Importance of Personal Device Policy

Kith Homestead recognises that staff may need to have access to personal devices such as mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings. The concerns are mainly based around these issues:

- Staff being distracted from their work with children.
- The use of mobile phones around children
- The inappropriate use of mobile phones.

Ensuring the Safe and Appropriate use of Personal Devices

Kith Homestead allows staff to bring in personal devices for their own personal use. However, they must be kept in a bag at all times and are not allowed to be used where children are present, for example within the learning environment, toilets, outdoor area or changing areas at any time. If staff fail to follow this guidance, disciplinary action will be taken. If staff need to make an emergency call, they must make it away from the children in the car park/Field House area.

Staff must ensure that there is no inappropriate or illegal content on the device.

When children undertake a trip or journey, mobile phone use by the adult leaders will be limited to contact relevant people in emergencies; ambulance, other leaders, parents.

The personal phone of the director, Lorna Norton will be used for photos during the classes/camps and removed after the photos have been passed onto the child's parent.

There is a digital camera in use within the sessions; used to record visual information within the consent of individuals or parents/guardians. After the sessions, these photos are passed onto the families in the form of a session diary. This diary is loaded onto the website with password protection, then deleted unless given explicit permission to use for marketing purposes.

Parents are asked during booking whether they give permission for photos to be taken and published of their children. If you do not give consent, your child will not be photographed during their time at Kith Homestead.



Kith Homestead Policies and Procedures

Risk Assessments

Flora and Fauna

Tools and Equipment

Natural, Structured and Loose Materials

Venue

Adventure Walk