

Safe Working with Children

Pembrokeshire Sibling Group recognises the responsibility it has to ensure the safety of both the children it provides services for and the employees/volunteers who deliver those services. Working safely is the responsibility of everyone, both service users and providers, and it is with this in mind that the following policies have been devised.

Supervision

All trips and events will be supervised at all times by more than one adult. No adult should work alone with a child. However, if due to circumstances it becomes unavoidable to be alone with a child another supervising adult must be made fully aware of the circumstances and their location prior to contact.

Adult to child ratios

Children's needs will be met through a ratio of adults to children, which safeguards the children's welfare at all times. The minimum ratio of adult to child will be one adult to ten children.

Attendance register

A register of children will be maintained for each trip/event undertaken. Regular checks of children will be undertaken to ensure that any absentees are identified quickly.

Premises

Prior to the use of any premises the Coordinator will, where reasonable and practicable, check that the premises are safe, secure and suitable for the purpose intended. This will include checking that there are adequate facilities, suitable sleeping arrangements (if required) and that properly trained personnel are able to supervise any activities supervised by the premise provider. The Coordinator must also ensure that adequate and valid insurance exists in relation to Public Indemnity.

On arrival at the premises supervising adults must ensure that they are aware of the fire procedures and the locality of the accident report book.

Communication

Staff and volunteers will have access to a telephone at all times during supervision of children. To this end the trustees have provided a mobile telephone for the Coordinator, which must be kept properly charged. When booking facilities the Coordinator should check if there are any problems with reception for mobile telephones and, if so, ascertain what alternative provision exists.

Equipment

Only equipment approved for use by the Trustees or provided by the venue may be used.

Food

All food for events will be purchased from reputable retail providers or provided by the parent or guardian.

Medication

Parents or guardians should notify the Coordinator of any special needs in relation to medication. All medication must be retained in its prescribed packaging. Children must keep their emergency medication on them and take the medication themselves under supervision. Any prescribed dosage medication, which is not required for emergency usage, should be held by the Coordinator with written consent from the parent/guardian. A lockable container will be provided for the Coordinator for this purpose. Medication should be self-administered by the child unless they are physically incapable of so doing.

Safety and personal injury

The children will have their needs met in a safe environment. Supervising adults will ensure that reasonable steps are taken to ensure that hazards to children are minimised and that all activities comply with health and safety regulations. Any potential hazards should be reported immediately to the premises provider (if to do with the location) and both children and adults immediately warned to avoid the hazard. Any accidents (whether involving children or adults) should be recorded in the Pembrokeshire Sibling Group accident report book. This is to be done whether or not the accident is also recorded in the premises provider's own records. Pembrokeshire Sibling Group will ensure it has adequate public and employer liability. Where a hospital visit is required the child must be accompanied by the Coordinator until the arrival of the parent or guardian. The parent or guardian must be contacted after the

hospital has assessed the child. The trustees must be notified of any serious accident at the earliest opportunity following the contacting of the parent/guardian.

Risk management

A risk assessment will be compiled by the Coordinator prior to any event/trip being undertaken. Risk assessments should be issued to the Board of Trustees prior to the event/trip so that any oversights or weaknesses can be discussed and corrected.