



Policy Document

Mini's Academy

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MINI'S ACADEMY | 6 VICTORY CLOSE, NEWTON ABBOT, DEVON TQ12 2JJ

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Registration and Booking Procedures Policy Statement



“At Mini’s Academy, our policy is to make the club accessible to all children aged between 4 & 7 years. We aim to ensure that the Academy welcomes all sections of the community through open and clearly communicated booking and registration procedures”

Registration

The Academy accepts children aged 4 to 7 years who attend schools registered with the Academy. Sessions run for a maximum of an hour, from the end of the school day, with 45 mins of coaching time.

Procedure

All children must be registered with the club in order to attend and to have paid their fees in advance of sessions. Registration is completed online at www.minisacademy.com and a registration form must be completed for each child attending. All records will be secured in locked files in line with our Confidentiality Policy.

At the beginning of every half term parents/carers will be asked to re-enrol their child and update their details.

We ensure that booking & registration information for Mini’s Academy is accessible to all families, via our website.

Session Bookings

Spaces will be held for children registered with the Academy, to re-enrol, until the end of the school half term, at which point it they will be opened up to new members. Bookings will then be taken on a first come first served basis.

The club accepts a maximum of 22 children per session. Children will be placed on a waiting list if the club exceeds this number and parents/carers will be contacted once a place becomes available.

Refunds

Refunds for cancelled sessions will not be issued unless 1 weeks' notice is given via email or phone, to the Academy.

Terms and Conditions of booking

1. Bookings must be made in advance of the sessions, online at www.minisacademy.com
2. Children are welcome to join us part way through a term, if spaces are available, but must be paid for at the time of booking.
3. Refunds for cancelled sessions will not be credited unless at least 1 weeks' notice is given.
4. All children will be collected from the school main hall and escorted to the club by a teaching assistant.
5. Children must be collected promptly at the scheduled end of the session and not more than an hour after the end of the school day.
6. Children will only be allowed to leave the club with a known parent or carer as identified on the registration form. The Academy will refuse collection of a child if the person is unknown to the coach or school or if permission has not been given. Please see our Collection Policy for full guidelines.
7. If the school siren is activated during one of the sessions, children will be kept safely indoors until they are collected by one of the approved people above.
8. The club reserves the right to exclude a child if he or she consistently misbehaves or if any of the terms and conditions are not adhered to. Prior to exclusion, any problems will be discussed with the parent/ carer in order, to attempt to resolve the difficulties amicably. Please see behavioural policy

9. Any accident or incident and resulting action will be recorded on an accident/incident form, and must be signed by the parent/carer
10. The Academy will not accept responsibility for the loss or damage of any personal belongings.
11. Mini's Academy complies with RFU standards as outlined here http://www.englandrugby.com/mm/Document/Governance/Safeguarding/01/30/34/50/rfuSafeguardingPolicy2014_Neutral.pdf



Academy Coaching Policy



“The welfare and wellbeing of the children, is fundamental to the enjoyment of Academy sessions. We all want their experience to be a safe and happy one.

The Academy will endeavour to create a stimulating environment for children that will foster their independence, self-esteem & core skills development

Mini’s Academy will prepare your children for the future, developing essential life skills, co-ordination & balance and will allow them to make the most of opportunities they are presented with, in their school environment.”

Escort Procedure of Children from Classroom to Club

Academy sessions begin after each child has been escorted & delivered to the coach, taking the session, by a member of school staff. The coach’s location within the school premises will be confirmed, dependant on weather, prior to the start of session.

Mini’s Academy will ensure that a register of children attending the session, will be emailed to both the school reception and the coach taking the session, on the morning of the session.

Mini’s Academy is committed to assisting the school in ensuring the safeguarding and welfare of the children whilst on school premises. The school however, will retain full responsibility for children whilst on school premises.

If a child is coming to a session after last minute arrangement with the Academy, priority will be given to ensuring the school is updated with the child’s name ahead of the session.

Children who are not registered with the club cannot be collected or attend the club.

Arrival at sessions



"It is Mini's Academy's policy to ensure that all children feel welcomed and secure throughout their session."

Procedures

On arrival at their session, the children will be welcomed by the coach and any new members introduced to the group.

Once all children have arrived, a register will be taken.

The children will be asked to say 'yes' once their name has been called and a mark will appear against it to show that they are attending the session.

At the end of the register the coach will ask if anyone hasn't heard their name.

If a child's name hasn't been called the parent/carer will be contacted by the school, to either collect the child (depending on numbers) or to ascertain whether they will be staying at the club.

If the school is unable to contact the parents/carers the child will remain in the session until alternative arrangements have been made. The school will then be informed that no parent/carer has collected the child after school.

It is the known parent or carer's responsibility to inform the Academy if the child will not be attending a session.

If during the register a child does not reply to their name, the coach will check with the Academy to establish which school the child attends for correction.

If all children are accounted for, the number will also appear on the right hand side of the register.

Visitors to the sessions will be asked for ID and to sign the visitors' book at school reception. They will also be asked to wear a badge to identify themselves as visitors to the session.

All visitors will be made aware of the clubs fire procedures, risk assessments and the location of the toilets by the school.

It is Mini's Academy's duty to safeguard the welfare of children therefore, anyone who is not a visitor to the Academy or is not recognised by the coaches, will be asked to leave the school premises. If they refuse to leave the police will be called.

Collection of Children from the Academy



"It is Mini's Academy's policy to assist the school in ensuring that all children are safely collected from club by the appropriate named person."

Procedures

Children can be collected from the club up to an hour after the end of the school day.

Upon commencing sessions with Mini's Academy, two individuals will need to be nominated who are authorised to pick up the child. Parents or carers must sign out children as they are collected and the time of collection noted on the register for that day. This is so staff are sure that children are not dismissed under the care of an unknown party are always aware of numbers.

The Academy also operates a password policy for people who are not nominated but are authorised by the parent/carer to safely collect a child. If someone comes to collect a child who is not the known parent or carer they will be asked for the agreed password by the coach. If they give the correct password and the child knows the person, they will be allowed to leave. The third party will also be required to sign out the child on the register. Once the password has been used it will be changed to ensure the child's safety.

Mini's Academy will refuse collection of a child if a password has not been set in advance via email or through the Academy mobile and school staff which will notified.

If coaches are not entirely satisfied that the child is being collected by an authorised adult, the school will be notified and the child returned to their care.

It is the known parent or carer's responsibility to inform the club if another person is authorised, or wishes to collect a child.

Mini's Academy will refuse collection of a child if a parent or carer arrives and is deemed to be intoxicated with either drugs or alcohol. The decision will be made by the coach to inform the school who to telephone the emergency contact number and make arrangements for the child to be collected by them; the school's duty Social Worker will also be informed.

If the parent/carer becomes abusive or makes a nuisance of themselves, the police will be called. Mini's Academy has a duty to assist the school in the safeguarding and the welfare of the child therefore, no hesitation will be made when calling the police.

A full written report of the incident will be recorded and filed by the school.

If a parent or Carer is late collecting a child; an hour after the end of the school day, the child will be left in the care of a school member of staff.

If parents/ carers regularly abuse the one hour deadline for collecting their child the following procedure will be initiated: -

In the first instance they will be issued with a warning by the coach and encouraged to collect their child on time.

If they persist in being late within the School Half Term, they will unfortunately be asked to leave the Academy.

Uncollected Child

In the event that a child is not collected, by an authorised adult at the end of a session, the child will be returned to the care of the school and their appropriate school policy enforced.

Lost Child

Mini's Academy maintains the highest safety priority at all times.

Every attempt is made to ensure the safety of the child is maintained at all times. In the unlikely event of a child going missing during a session, the school will immediately be informed.

Procedures

A lost child is defined as a child who has arrived and been registered at the Academy, but has since gone missing.

As soon as it has been noticed that a child is missing the school will be notified, who will endeavour to find out where the child was last seen.

The school will then carry out a thorough search of the premises whilst, the coach and other members remain with the group.

If the child is found but unwilling to return to the setting, a member of staff will stay with the child until the Parents or carers are contacted.

If the child is still unaccounted for, the coach will group the children together and call the register to make sure no other child has gone astray.

If the child isn't found the parent or carers will be contacted and alerted to the situation. With their agreement the Police will be called and the child will be reported as missing.

The search will continue until advised by the police to stop.

In the very unlikely event that a child remains missing, a full investigation into the incident will be carried out to assist police and school, detailing:

- The date and time of the report
- Which coaches/children were at the club/ group or outing and, the name of the coach responsible for the lost child
- When the child was last seen at the session
- What took place at the club before and after the child went missing
- The time estimated that the child went missing.

The coach will also conduct a full risk assessment and report to staff the findings and any additional changes which are to be made.

If the situation warrants a police investigation, all coaches must fully co-operate. The incident will be reported under RIDDOR arrangements.

Procedure in the event that the club is unable to operate

Mini's Academy will endeavour to operate at all times by ensuring staff back up at short notice. However, in unforeseen circumstances it may be in the best interest of the child's safety that club does not operate.

In certain weather conditions, the Academy may be unable to operate at certain schools, depending on their facilities. In the unlikely event that a session needs to be cancelled, the school will inform the Academy and as much notice will be given to the parents/carers as possible, via text and email, to ensure children are collected immediately after school ends.

Fees will be credited if the club cannot operate as planned due to any reason other than the unlikely event of school closure or adverse weather conditions.

In the unlikely event that the school fire alarm sounds, all children will be immediately taken inside into the care of school staff. For the remainder of the session the children will be kept safely inside until they are collected by the approved person identified in the registration form (Please see appendices).

Fire Safety and Emergency Evacuation

In the unlikely event of a fire on school premises during a session, the relevant school policy will be activated and children returned to the care of duty school staff.

Accident and Incident Record

Mini's Academy follows the guidelines of Reporting Injuries, Diseases and Dangerous Occurrences in line with the RFU for the reporting of accidents and incidents. Child Protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

Procedure

All coaches must have an update to Paediatric First Aid Certificate and regularly update their training to ensure that children receive current First Aid treatment.

Our accident forms are stored in a file, which is accessible to all staff and volunteers. The forms detail the

- Date and time of accident
- Details of the accident
- Coaches signature
- Parents/ carers signature

All completed accident forms are signed by the coach who dealt with the accident and by the parent/carer, acknowledging that the accident occurred and the treatment received.

Where a child has an accident and there is no visible wound it will still be recorded so that the parent/carer is aware of the accident.

Accident forms will be reviewed every term to identify any trend or reoccurring causes of injury.

If a child has a serious accident the coach will inform the duty member of school staff and appropriate school measures put in place.

If the school is unable to get in contact with them, the Emergency contact will be informed.

If any injury requires treatment by a general practitioner, hospital doctor, or the death of a child or adult, Ofsted will be notified and a report will be sent to Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences. Mini's Academy will ensure full compliance in any investigation of this nature.



Safeguarding Children Policy Statement

Mini's Academy's paramount concern is the welfare and wellbeing of the child and we believe all children without exception have the right to be protected from abuse regardless, of gender, ethnicity, disability, sexuality or beliefs.

Our setting will work with children, parents, carers and the community to ensure the rights and safety of children, to give them the very best start in life.

Procedures

Mini's Academy will endeavour to safeguard children's welfare by:-

- Being familiar with child protection guidelines and the procedures outlined in 'What to do if you're worried that a child is being abused'.
- Making sure that children and parents are informed of the policy and procedures and regularly review them.
- Following safer recruitment, selection and vetting procedure
- Never leaving volunteers unsupervised
- Ensuring children have permission, by parents/carers to be photographed
- Treating all allegations as highly confidential in line with Data Protection Policy
- Taking all concerns and allegations of abuse seriously

Procedures for a child making a disclosure

Where a child makes a disclosure to a coach, that coach must;

- Listen carefully
- Take it seriously
- Reassure the child that they are right to tell
- Not ask leading questions
- Explain what will happen next

At no point will a coach or member of staff make promises to the child that they cannot keep such as, 'I won't tell anyone'

The coach must record the conversation in the child's words making sure they include:-

- The time of the disclosure
- The child's name
- The child's age
- The child's address
- Gender
- The date of the disclosure
- The coach's name
- The date that they record the disclosure
- If anyone else was present
- Their signature

After the disclosure has been recorded, the coach must immediately inform the school.

All records will be treated as highly confidential and they will be stored in a locked file with access only for the school.

When abuse at home is suspected, Mini's Academy will continue to welcome the child and the family while investigations proceed.

Allegations against a Coach

If a member of school staff is concerned over a coach's behaviour towards a child or children, they have a duty to report this to the Academy.

If an Allegation is made by a child, the school will record the allegation and contact the Academy immediately.

If it has not already been done, the Academy will speak directly with the coach, unless advised not to do so by the police.

A full investigation into the allegations will be carried out to include, how the allegations were followed up and resolved, a note of any actions taken, and decisions reached. A copy of this investigation will be given to the accused coach and a copy will be stored on file.

Termination of coaching agreement will be considered in any allegation where there is cause to suspect a child is at risk of significant harm, or the allegations warrants investigation by the police.

However, any termination will not be carried out without careful thought into the matter and is not an indication of admission to the alleged allegation.

If the findings of the allegation warrant termination of agreement, the coach will be reported to the RFU and Independent Safeguarding Authority (ISA)

If the coach resigns, it will not stop an investigation being carried out under these procedures.

If an allegation made by a child is deemed to be false Mini's Academy will still refer the matter to the RFU and ISA, as the child concerned may be abused by someone else.

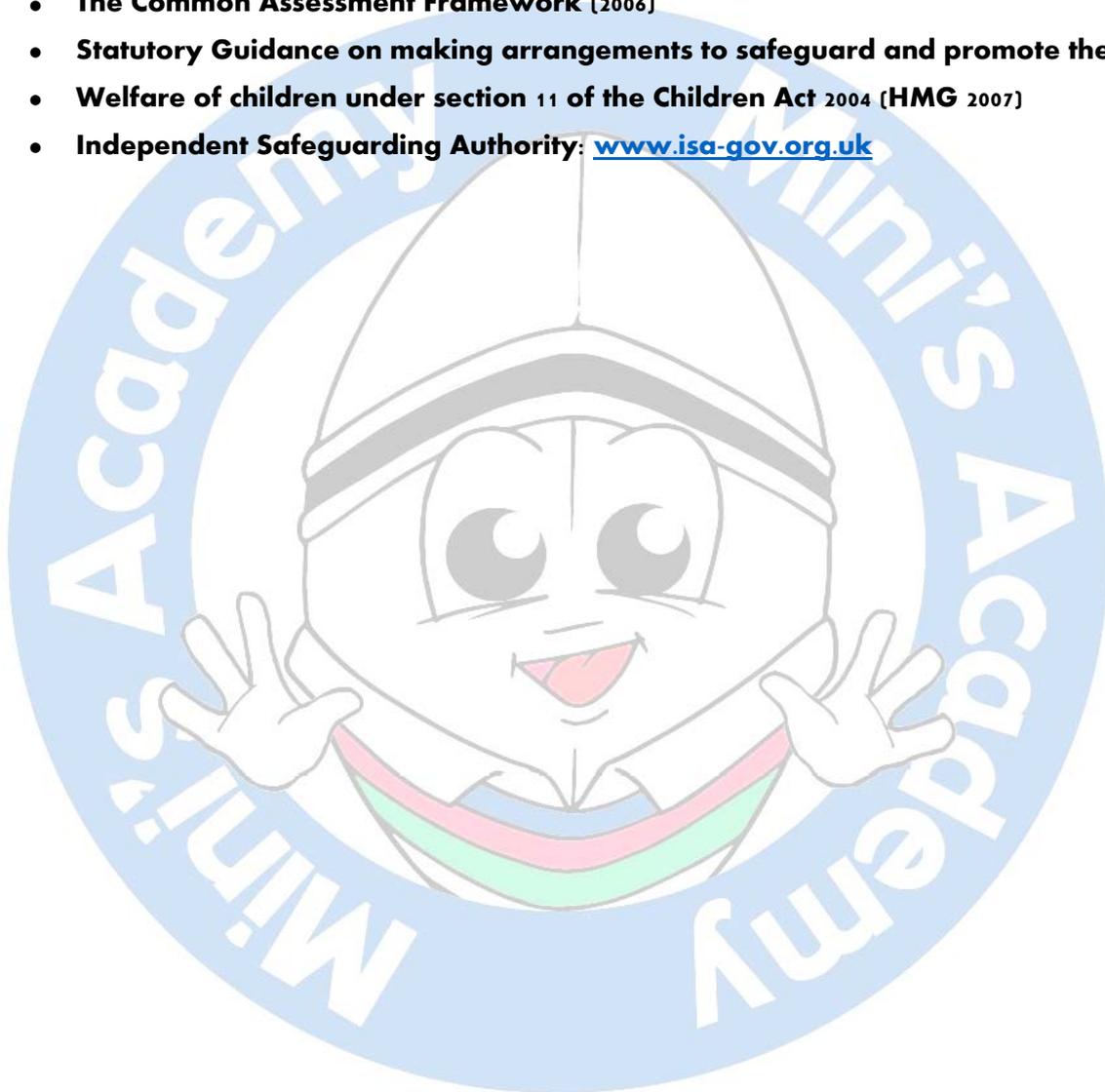
If the allegation by a child or member of staff is found to be deliberately invented or malicious then disciplinary action will be taken and in some cases the police will be informed.

Legal Framework

- **Children Act** (1989 & 2004)
- **Convention on the Rights of the child – UNICEF** 1989
- **Data Protection Act** (1998)
- **Every Child Matters- Change For Children**
- **Freedom of Information Act** (2000)
- **Race Relations Act** (1976)
- **Race Relations Amendments Act** (2000)
- **Sex Discriminations Acts** (1975 & 1986)
- **Sex Discrimination (Gender Regulations) Regulations** (1999)
- **The Human Rights Act** (2000)

Further Guidance

- **Working together to Safeguard Children** (revised HMG 2006)
- **What to do if you're worried a child is being abused** (HMG 2006)
- **Framework for the Assessment of Children in Need and their Families** (DoH 2000)
- **The Common Assessment Framework** (2006)
- **Statutory Guidance on making arrangements to safeguard and promote the**
- **Welfare of children under section 11 of the Children Act 2004** (HMG 2007)
- **Independent Safeguarding Authority:** www.isa.gov.uk



Whistle Blowing Policy Statement

Mini's Academy works in accordance with the Public Interest Disclosure Act 1998 (commonly referred to as Whistle blowing) to support and encourage members of staff/coaches/volunteers to speak out against any malpractice in our setting, where they have reasonable belief that the following breaches or offences are being carried out:-

- A criminal Offence
- A breach of legal obligation
- A miscarriage of justice
- A danger to the health and safety of an individual
- Damage to the environment or
- Deliberate covering up of information tending to show any of the above

Procedure

Mini's Academy has the following procedures to ensure that concerns are dealt with effectively and efficiently and will do all that we can to preserve the confidentiality of staff who raise concerns.

The procedure seeks to encourage and enable members of staff to disclose information through the appropriate channels first, rather than going to an outside person or body.

The first stage would be to share any concerns verbally or in writing with the Academy. However, this depends on the seriousness and sensitivity of the issues involved and who is suspected of any wrong doing. Staff who wish to put their concerns in writing are advised to include the following:-

- Any Background information
- History of the concern
- Names of people etc.
- Places if relevant
- The reason for making the disclosure

Mini's Academy will quickly respond to any concern.

In order to protect the member who raises the concern and those accused of wrongdoing, initial enquires will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Concerns or allegations that fall within the scope of specific procedures (for example, conduct or discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted. Staff will be told how we propose to deal with the concern within ten working days of it being brought to the club's attention.

All concerns will be treated in the strictest confidentiality and every effort will be made not to disclose the identity of any member of staff, unless they wish us to do so.

However, at some point in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern. Mini's Academy will assess whether it is reasonable to withhold the name of the complainant for such reason as risk of harm to them.

Complainants should be aware however, that their identity might be revealed by inference.

Mini's Academy accepts that deciding to report a concern can be very difficult and uncomfortable and that it is usually made in good faith however, if the Academy finds that the person has made an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

Recruitment and Employment of staff Policy Statement



“Mini’s Academy is committed to safeguarding the welfare of children, therefore we have strict staffing ratios in line with the welfare requirements of the Early Years Foundation Stage.

All staff and committee members are required to complete a fully Enhanced Criminal Records Bureau (DBS) check and receive satisfactory clearance in accordance with statutory requirements”

Staffing

Staff contracted to coach children at Mini’s Academy will be required to have experience of working with children. The lead coach will be required to have a minimum Level 2 qualification in rugby coaching.

All coaches will have a current Paediatric First Aid qualification and must have attended a Level One Safeguarding Training.

We actively encourage involvement and work experience opportunities from Colleges and Universities.

Recruitment

Mini’s Academy is an equal opportunities employer and actively promotes a diverse workforce that values people for their differences. Throughout our recruitment process we will encourage applications from those with disabilities.

Procedures

Prior to advertising any vacancy, we will assess whether the job role requires restructuring. This may include:

- Updating Job Description
- Updating Job Specification
- Updating Employment Contract
- Update interview questions
- We will also agree:
 - date, time and place for interviews
 - who will be on the short listing panel
 - who will chair the interview, who will be taking notes
 - the assessment and marking system to be used

We will advertise in a wide area, through personal networks and the local press so that the vacancy will be accessible to everyone. The advert will contain contact details for a named person who can be approached for an informal discussion, address, telephone and email so people can contact us in the way that suits them best. We will also make sure every that in every advert the following statements are included to deter unsuitable candidates:-

'Mini's Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'

A fully enhanced DBS check is required for this role

We will send out Application Packs to anyone who enquires about the vacancy. The pack will include:

- Covering letter, including date of interviews
- An Application Form
- Job Description
- Job Specification
- Setting Information including a safeguarding statement

The short-listing panel will make a list of suitable candidates and letters will be sent to successful applicants inviting them to attend an interview. The letter will contain when, where and how long the interview will be, who will be on the interview panel and any other methods of assessment such as a trial session. We will provide a map if necessary. We will advise the candidates what documents to bring and if they require any specific arrangements for interview.

The interview panel will consist of a minimum of 1 Director and 1 RFU Development Officer who have both attended Safer Recruitment Training.

During the interview all candidates will be asked a series of questions suitable for that role in order to keep the selection process fair. A record of their answers will be kept and scored against the given answer. The candidate will also be asked to explain any inconsistencies in their application or gaps in employment.

After the Interview, the panel will arrange with the candidate to attend a trial Session to assess their performance with the children and alternatively for the candidate to see if the setting is right for them.

After the trial session candidates will be told when they can expect a decision.

After selection, candidates will be informed as quickly as possible, firstly by telephone and then a follow up letter confirming their appointment. Letters will state that appointment is subject to satisfactory references, and DBS checks.

For unsuccessful candidates, interview notes will be kept for a year.

Due to Data Protection, unsuccessful candidates will be asked if they would like their application form, certificates and other relevant documents returned, if not, these documents will be destroyed.

All unsuccessful candidates will be offered feedback on their interviews.

The successful candidate will be asked to supply two written references, their full employment history, qualifications (original certificates) and identity checks. All new employees will undergo Enhanced DBS checks and will not have unsupervised access to the children until this is received.

Mini's Academy will keep details of the DBS date of issue and disclosure number. If any issues arise from a DBS disclosure, the candidate will be invited in to discuss the items disclosed with a director of Mini's Academy. Notes will be taken during the discussion. It will be the Directors who will make the final decision regarding appointment.

Our Recruitment policy will be;

- reviewed on an annual basis
- updated in accordance to legislation and guidance
- be accessible and available at all times

Induction of Coaches/ Volunteers

All members of coaches/volunteers will be fully inducted in to the setting by a written induction plan (Please see appendices, for a copy of an induction plan) and through reading Mini's Academy Induction Information. The member of staff will be required to sign saying that they have read the manual.

New coaches/volunteers will be introduced to the children at Registration time and their appointment will be mentioned in the club's newsletter which, is sent to all parents and carers at Mini's Academy.

Equality of Opportunity Policy Statement



“We will ensure that Mini’s Academy is fully inclusive in meeting the needs of all children, particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability. Our setting is committed to anti-discriminatory practice and to promote equality of opportunity and valuing diversity for all children and families”

We aim to:

- Provide a secure and accessible environment in which all children can flourish and in which all contributions are considered and valued
 - Include and value the contribution of all families to our understanding of equality and diversity.
 - Provide positive non stereotyping information about gender roles, diverse ethnic and cultural groups and disabled people.
 - Improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity and
 - Make inclusion a thread that runs through all of the activities at our setting
- Procedures**

At Mini’s Academy we advertise our service within the school community, providing clear and concise information whether in written or spoken form.

Our administration policy is based on a fair system which allows equal access to the club regardless of whether bookings are made ahead of time or last minute.

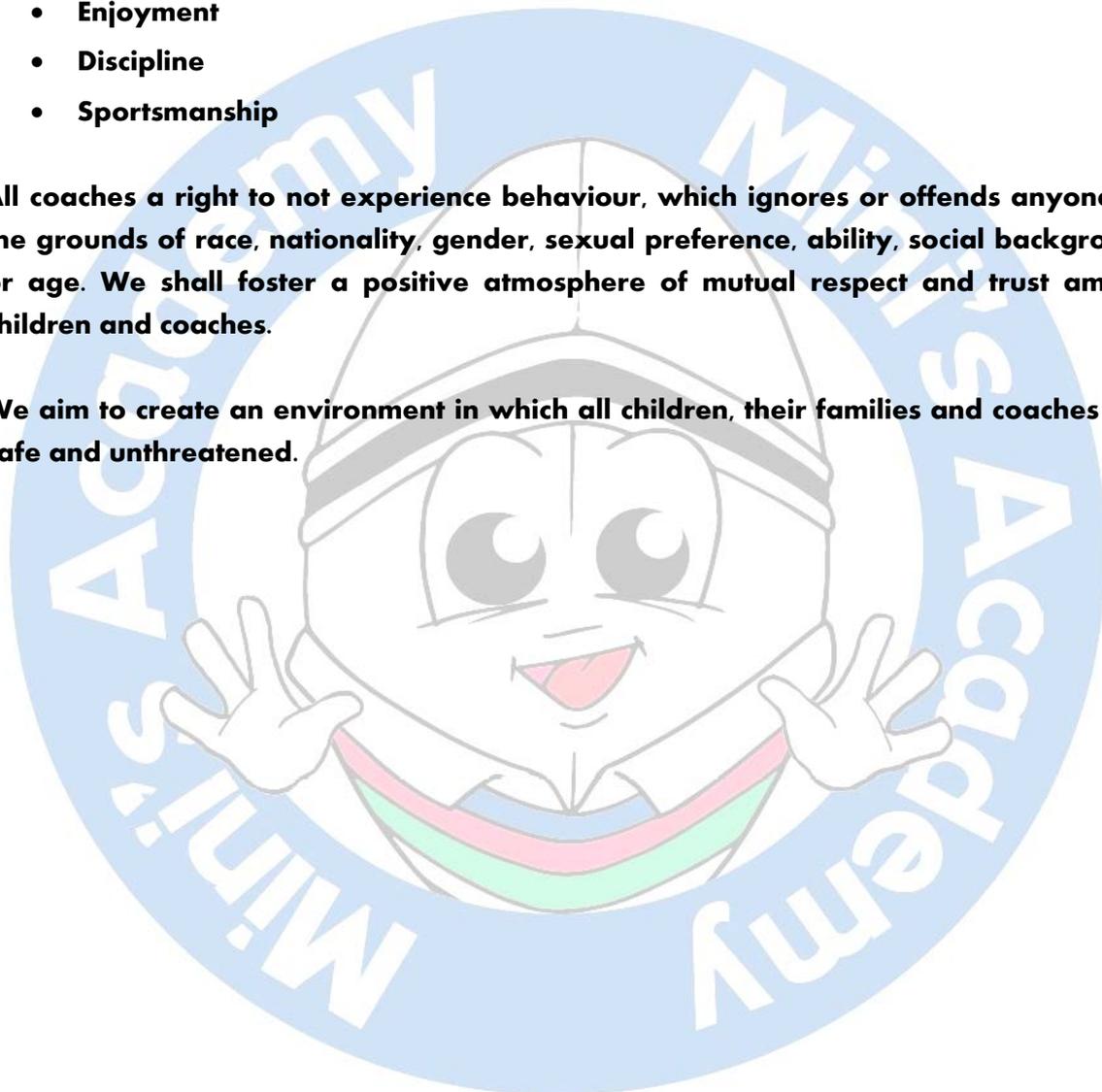
We ensure that no coach discriminates against a child or their families on the basis of their colour, gender, sexual orientation, ethnicity, religion or social background. Equally we ensure that we do not discriminate against a child with disabilities and that they can participate fully in the club’s activities. Any member of staff who does, disciplinary action will be taken against them.

The club encourages children to develop positive attitudes about themselves as well as people who are different from themselves through the values of rugby:

- Teamwork
- Respect
- Enjoyment
- Discipline
- Sportsmanship

All coaches a right to not experience behaviour, which ignores or offends anyone on the grounds of race, nationality, gender, sexual preference, ability, social background or age. We shall foster a positive atmosphere of mutual respect and trust among children and coaches.

We aim to create an environment in which all children, their families and coaches feel safe and unthreatened.



Confidentiality Policy Statement

Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood it would not be shared with others.

It is Mini's Academy's intention to respect the privacy of all children and their parents/carers, while ensuring that they have access to high quality coaching. We aim to ensure that all parents and carers can share their information in confidence and it will only be used to enhance the welfare of their children.

All records are kept in a secured, locked file in line with Data Protection Act 1998 and the Human Rights Act 1998

Procedures

Confidential information includes registration forms, registration cards, signed consents, correspondence concerning the child or family, reports or minutes from any meetings.

Any information either verbal or written which is given to coaches, will be kept confidential either to the individual coach or if appropriate within the team. However, if the parent / carer shares this information with other parents as well as staff; Mini's Academy can't be held responsible if it is shared beyond those parents whom the person has confided in.

Coaches and staff at Mini's Academy will respect the privacy of children and their parents/ carers by:-

- Not giving out any private information without the consent of the parent/ carer unless In circumstances where coaches/staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Children Policy will override confidentiality on a 'need to know' basis.
- Not making a note Child's address without the consent of the parent
- Not sharing any information about children with the media unless the parent/ carer have consented to it.

Coaches & staff failing to show due regard for confidentiality will be liable for disciplinary action.

All staffing files will be kept confidential and stored in a locked file, access is only for the Directors.

Coaches will not discuss or share private details of other members of staff with any parents or carers unless consent is given by the person in question.

Our procedures for information sharing is based on the 7 golden rules as set out in Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

- 1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.**
- 2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.**
- 3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.**
- 4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.**
- 5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.**
- 6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.**

7. **Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.**

Legal Framework

- **Data Protection Act 1998**
- **Human Rights Act 1998**
- **Freedom of information Act 2000**

Further guidance

Information sharing: Guidance for Practitioners and Managers (DCSF 2008)



Concerns, Compliments and Complaints Policy Statement

Mini's Academy aims to provide a high quality, safe and consistent play provision for all children. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns over the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to appropriate coach/staff member.

If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

Procedure

Stage 1

Any parent who has a concern about an aspect of the club, must first talk over their concerns with the coach who will feedback to Academy staff.

Stage 2

If this does not have a satisfactory outcome, or if the problem recurs, the parent/ carer should put their concerns/ complaint in writing to Mini's Academy. All complaints will be stored in a secure file designated for this complaint.

Mini's Academy investigate the concern/ complaint and when completed will meet with the Parent/ Carer to discuss the Outcome.

Parents will be informed of the outcome within 28 days of making the complaint. All outcomes of the completed will be recorded and filed.

Stage 3

If the parent/carers is not satisfied with the outcome of the investigation, then they can request a meeting with a director of Mini's Academy. The parent/ Carer are advised that they can have a friend or partner present if required by them.

An agreed written record of the discussion is made as well as any discussion or action to take as a result. All parties present at the meeting will be required to sign the record and receive a copy of it.

This signed record signifies that the procedure has concluded. When the complaint is resolved at this stage, the summative points are logged in the complaints Summary Record. This is available for parents and Ofsted inspectors on request.

Stage 4

If the complaint cannot be settled at stage 3, an external mediator is invited to help to settle the complaint.

The mediator will keep all discussions confidential and will keep an agreed written record of any meeting that are held and of any advice given.

Stage 5

When the mediator has concluded their investigation, a final meeting between the parents, coach and directors will be held. The purpose of this meeting is to reach an agreed decision on the action to be taken to deal with the complaint. The Mediator advice is used to reach this decision.

A record of this meeting, including the decision on the action, is made. Everyone present at the meeting signs the record and receives a copy. This signed record signifies that the procedure has concluded.

Parents may approach the RFU directly during any part of this stage. Additionally, where there seems to be a possible breach of the club's registration requirements, the RFU will be involved.

Behaviour Management Policy Statement

Mini's Academy believes in creating an environment where coaches consistently manage and encourage positive behaviour.

We believe that children need to learn to consider the view and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. The club will strive to achieve this by encouraging, teaching and modelling correct behaviour and creating a positive environment with clear boundaries and expectations.

Procedures

The Club's designated member of staff responsible for behaviour management is Tracey Duke.

Whilst at Mini's Academy, we expect children to:

- Use socially acceptable behaviour
- Comply with Academy rules
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Ask for help if needed
- Enjoy their time at the Academy
- Encourage positive behaviour

Positive behaviour is encouraged by:

- Coaches acting as positive role models
- Praising appropriate behaviour
- Issuing end of term certificates
- Informing parents about individual achievements

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Coaches at

Mini's Academy will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity.
- Coaches will discuss why the behaviour displayed is deemed inappropriate.
- Coaches will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Coaches will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

Corporal punishment or the threat of corporal punishment will never be used.

If after management strategies, a child continues to display inappropriate behaviour, the Academy may decide to exclude the child for a one-week period. The children will be able to return after this short break however, if the behaviour continues then the child will be permanently excluded from the Academy by joint agreement of the Academy Directors. A letter will be sent to the parent/ carer outlining the Academy's decision.

Physical intervention

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a coach has to physically restrain a child, the school will be notified and an Incident form will be completed. The incident will be discussed with the parent or carer as soon as possible and in some cases the parent/ carer maybe asked to collect their children early from the session.

If staff are not confident about their ability to contain a situation, they should call school or, in extreme cases, the police. All serious incidents will be recorded on an Serious Incident form (please see appendices, for a copy of a serious incident form) and

parents/carers asked to sign the form. This may be used to build a pattern of behaviour, which may indicate an unknown underlying cause.

If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our Safeguarding policy.

Bullying

Mini's Academy defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse.

- **Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.
- **Psychological:** Behaviour likely to create a sense of fear or anxiety in another person.
- **Emotional:** Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of another person.
- **Verbal:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

Staff, children and parents or carers will be made aware of the Academy's position on bullying.

Bullying behaviour is unacceptable in any form. Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by a coach and then discussed with the Co-ordinator. A clear account of the incident will be recorded in an Incident form and parents/ carers will be asked to sign the form.

The school will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

Preventing bullying behaviour

Coaches at Mini's Academy will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
- Discussing friendships and encouraging paired, group and team play
- Encouraging children to report bullying without fear
- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated
- Exploring the consequences of bullying behaviour with the children.

Responding to bullying behaviour

The Club acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. If such incidents should occur, the Club will respond in accordance with the following principles:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter
- with a coach who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Coaches will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child witnesses bullying and reports this, coaches will reassure them that they have done the right thing. Staff will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the coach.
- Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour

If bullying behaviour persists, more serious actions may have to be taken, such as exclusion from the Academy for a one week period or permanent exclusion.

All incidents of bullying will be reported to school and will be recorded as per the school's policy.

Mini's Academy will review the Club's procedures in respect of bullying, to ensure that practices are relevant and effective.

Mini's Academy does not accept any form of bullying by either a child or coach.

Legislation

- **Children Act 1989 and 2004.**
- **Conventions on the Rights of the Child, UNICEF 1989.**
- **Data Protection Act 1998.**
- **Employment Equality (Religion of Belief) Regulations 2003.**
- **Employment Equality (Sexual Orientation) Regulations 2003.**
- **Every Child Matters – Change for Children 2004.**
- **Freedom of Information Act 2000.**
- **Race Relations Act 1976.**
- **Race Relations Amendment Act 2000.**
- **Sex Discriminations Act 1975 and 1986.**
- **Sex Discrimination (Gender Reassignment) Regulations 1999.**
- **The Human Rights Act 2000.**

This policy will be reviewed annually This policy was updated on October 2011
Signed (Chairperson)

No Smoking, Alcohol or Drugs Policy Statement



"We comply with health and safety regulations and the Welfare Requirements of the Early Years Foundation Stage in making sure that Mini's Academy is a no smoking, alcohol or drugs free environment- both indoors and outdoors"

Procedures

We act in complete compliance with the school's Smoking, Alcohol and Drugs policy. If a coach is found to be breaking these rules disciplinary action will immediately be taken.

If a coach or volunteer arrives at the club under the influence of alcohol or drugs they will be immediately asked to leave the premises by the school and disciplinary action will be taken.

In the event that a Parent or carer arrives at the club and is deemed to be intoxicated with either drugs or alcohol, we will refuse collection of the child. The school will be informed and the decision will then be made to telephone the emergency contact number and make arrangements for the child to be collected by them; the duty Social Worker will also be informed.

If the parent/carer becomes abusive or makes a nuisance of themselves, the police will be called. Mini's Academy has a duty to assist the school in Safeguarding the welfare of the child therefore, no hesitation will be made when calling the police.

If a child is found to be in possession of alcohol it will immediately be removed from them and the school/parent/ carer will be informed. Alternatively, if a child is found to be in possession of drugs then they will be immediately removed and the school/parent/ carer along with the police will be informed.

These policies will be reviewed annually.