



Policies and Procedures

Jumping Juniors Ltd.

Health and Safety Policy

Introduction

This is the Health and Safety Policy for Jumping Juniors Ltd. Our general policy is, so far as is reasonably practical, that all steps will be taken to ensure the health, safety and welfare of all children, parents, employees, members of the public and contractors are followed when on site.

Management responsibilities

Person/s responsible for Health and Safety Policy are:

Daniel Papper, Director and Head Coach
Erin Papper, Director and Business Manager

We take responsibility for the following:

- To provide adequate control of the health and safety risks arising from our activities
- To provide and maintain safe facilities and equipment
- To consult with employees and parents to promote and develop measures to ensure high standards of health and safety are met
- To provide information, instruction and supervision to employees to ensure policies are understood and adhered to
- To ensure all employees are competent to carry out their role, and to give them adequate health and safety training
- To minimise the risk of accidents or ill health
- To be aware of current child welfare requirements and adhere to statutory requirements and guidelines
- To review and revise this policy as necessary at regular intervals in line with current health and safety legislation

Parent/guardian responsibilities

- Parents/guardians are responsible for the children at our weekend clubs
- Support your child as instructed by our coaches.
- Children must wear closed shoes at all times during the session. Please do not allow your child to wear flip flops or any open shoes.
- We suggest at Jumping Juniors that all children wear comfortable clothes, for example, tracksuit bottoms, jumpers and t-shirts.
- Children must not use/wear a dummy at any time during the session.

- The equipment is for coaches and children who participate in Jumping Juniors. No other child can use the equipment unless they are registered to take part.
- No other child except the child who is booked onto the class can take part. This is due to our ratio, and the safety of other children. If you bring any other child with you (brothers or sisters of the child) we ask for them not to take part in the activity. We might from time to time allow them to start the class to help support nervous children, but this is at the discretion of the coach.
- Please take your child to use the toilet before class begins to avoid interruptions. We ask parents to support toilet runs during the session.
- Classes are a phone and camera free zone. Phones can be a distraction and a risk to child safety in class. If you wish to take a photo of the child you are with, please ask the coach.
- In the event of an accident, please ensure you speak to the coach. All accidents must be recorded in the Accident Book and signed by the child's parent/carer and coach.
- All accidents will be recorded in our accident report book. The accident will be reported to RIDDOR if applicable.
- All staff have been DBS checked.
- Relevant sports coaches will be first aid trained and have the relevant sports coaching qualifications.
- All coaching staff will be trained by our internal training programme prior to starting.
- All areas that we use at Jumping Juniors have been risk assessed in line with the Health and Safety Act 2006.

After School Club

The purpose of this policy is to ensure the health, safety, and welfare of all pupils, staff, and volunteers participating in after-school sports activities. It complies with the **Health and Safety at Work Act 1974, Keeping Children Safe in Education**, and relevant **DfE guidance on out-of-school settings**.

Aims

- Provide a safe environment for all children attending the after-school sports club.
- Minimise risks associated with physical activity and ensure appropriate supervision.
- Promote healthy and enjoyable participation in sports.

Supervision & Staffing

- All staff and volunteers must hold an **enhanced DBS check**.
- At least **one qualified First Aider** must be present at all sessions.
- Parents must provide **emergency contact details** and disclose **medical conditions/allergies** before participation.

Risk Assessment

- A **risk assessment** will be completed before each term and reviewed for individual activities (e.g., football, gymnastics).
- Equipment, playing surfaces, and facilities must be checked before every session.
- Weather conditions will be monitored for outdoor activities; sessions will move indoors or be cancelled if unsafe.

First Aid & Emergency Procedures

- A fully stocked **first aid kit** will be available at all times.
- Accidents and injuries will be recorded in the **Accident Log** and reported to parents.
- In case of serious injury or illness, emergency services will be contacted immediately and parents notified.

Safeguarding & Child Protection

- The club will adhere to the school's **Safeguarding and Child Protection Policy**.
- Children will only be released to authorised adults listed on the registration form.
- Clear arrangements must be in place for **collection and sign-out** of pupils.

Behaviour & Conduct

- Children are expected to follow the **club's behaviour rules** to ensure safety for all.
- Persistent unsafe behaviour may result in removal from the club after discussion with parents.

Hygiene & Infection Control

- Children should wash hands before and after sessions.
- Shared equipment will be cleaned regularly.
- Children who are unwell must not attend the club.

Complaints process/ procedure

At Jumping Juniors, we aim to work in partnership with parents to deliver a high quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices for the future.

Records of all complaints will be retained for a period of at least three years. A summary of complaints is available for parents on request. The manager on site will generally be responsible for dealing with complaints. If the complaint is about the manager, the registered person or other senior member of staff will investigate the matter. Any complaints received about staff members will be recorded on an Incident log and a Complaints log will be completed.

Any complaints made will be dealt with in the following manner:

Stage one

Complaints about aspects of Club activity: · The manager will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.
Complaints about an individual staff member: · if appropriate the parent will be encouraged to discuss the matter with staff concerned.

If the parent feels that this is not appropriate, the matter will be discussed with the manager, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.

Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the manager. The manager will:

- Acknowledge receipt of the letter within 7 days.
- Investigate the matter and notify the complainant of the outcome within 20 days.

Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the Club's practices or policies as a result of the complaint.

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Meet relevant parties to discuss the Club's response to the complaint, either together or on an individual basis. If child protection issues are raised, the manager will refer the situation LADO, and follow the procedures of the Safeguarding Children Policy. If a criminal act may have been committed, the manager will contact the police.

All complaints will be kept on file for 3 years. Making a complaint to Ofsted Any parent or carer can submit a complaint to Ofsted about Superstars Holiday Club at any time. Ofsted will consider and investigate all complaints.

Ofsted's address is: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD
Telephone: 0300 123 1231 (general enquiries) 0300 123 4666 (complaints)
www.ofsted.gov.uk

Safeguarding Policy

Safeguarding contacts

Designated Safeguarding Lead Daniel Papper hello@jumping-juniors.com	Lead Safeguarding, Director, Head Coach
Safeguarding Officer Erin Papper hello@jumping-juniors.com	Deputy Safeguarding Officer , Director & Business Manager

This policy is reviewed and approved by the directors and Safeguarding Lead annually, or when legislation changes.

Jumping Juniors LTD believes that everyone we come into contact with, regardless of age, gender identity, disability, or ethnic origin has the right to be protected from all forms of harm, abuse and neglect.

1. Introduction

Jumping Juniors has a duty of care to ensure that we safeguard and promote the welfare of children and young people.

The legislation and guidance relevant to safeguarding and promoting the welfare of children and adults at risk includes the following: The Children and Social Work Act (2017), The Children Act 1989 and 2004, Working together to safeguard children (2015), No Secrets (2000), The Crime and Disorder Act (1998), The Health and Social Care Act (2008) and the Care Act (2014).

2. Scope of the policy

The policy is to be used by all members of staff working directly with children and young people. This also applies to any other staff member of the organisation who becomes involved in a child protection concern whilst working at Jumping Juniors LTD. Children, young people, and parents/guardians have access to this policy on our website.

The policy applies to anyone with whom we are in contact in the course of our work, who is a child or a young person. Where the policy or procedure refers to a 'child' or 'young person' we mean anyone who has not yet reached the age of 18 years, 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (Department of Health, No Secrets, 2000).

3. Legal framework

This policy statement has been drawn up on the basis of legislation, policy and guidance that seeks to protect vulnerable groups in England and Wales.

We believe that:

Children, young people and those at risk should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe whilst present at our organisation.

We recognise:

- The importance of welfare of children and young people whilst attending Jumping Juniors.
- All people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children and young adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs and/or other issues.
- Working in partnership with children, young people, their parents/guardians, and other agencies is essential in promoting their welfare.

We will seek to keep children, young people, and those at risk safe by:

1. Following all safeguarding procedures through Class for Kids / Pebble, which is our main admin and resource platform.
2. Appointing a nominated Designated Safeguarding Lead (Daniel Papper), and one Safeguarding Officer.
3. Implementing and periodically updating safeguarding policies and procedures which reflect current best practice.
4. In accordance with legislation, statutory guidance and our own procedures; at the earliest opportunity we will bring any concerns and relevant information to the attention of the appropriate agencies.
5. Involve children, young people and their parents/guardians whenever able to do so.
6. Sharing information about child protection and safeguarding best practices with children, their families and staff.
7. Providing staff and volunteers with training in Safeguarding so they know what to do when signs of harm, abuse and exploitation are recognised.
8. Recruiting staff safely, ensuring all necessary checks are made.
9. Implementing a code of conduct for staff.
10. Using our procedures to manage an allegation against staff and volunteers appropriately. Ensuring any concern/allegation relating to staff or volunteers is

thoroughly investigated and where necessary multi-agency guidance and procedures are implemented.

11. Ensuring that we have effective complaints and whistleblowing measures in place.
12. Ensuring that we provide a safe environment for all who attend Jumping Juniors by applying health and safety measures in accordance with the law and regulatory guidance.
13. Recognising the confidential nature of some of the information we might hold and storing information professionally and securely.
14. We request that no parent/guardian does not take photographs or videos at any Jumping Juniors class. We are unable to guarantee enforcing this rule due to the concentration it takes to run a class.

Behaviour Management Policy

Jumping Juniors recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

The aims of our Behaviour Management Policy are to help children to:

- Develop a sense of caring and respect for one another.
- Build caring and co-operative relationships with other children and adults.
- Develop a range of social skills and help them learn what constitutes acceptable behaviour.
- Develop confidence, self-discipline, and self-esteem in an atmosphere of mutual respect and encouragement.

Positive Behaviour

Strategy

We aim to encourage appropriate behaviour through:

- Praise for specific behaviour.
- Talking to children with the courtesy and respect that we expect from them
- Negotiating rules between children and staff members during each lesson as necessary.

Fostering Positive Behaviour

During our clubs, meetings are held:

- To introduce everybody and discuss ideas and problems, encouraging children to take responsibility for their own behaviour and the well-being of the group.

Child–Staff Relationship

- Staff members are expected to provide a caring, co-operative and safe environment, respecting the children and other staff members.
- Children are expected to respect and co-operate with the staff members and other children.

Behaviour Management Strategies

Jumping Juniors staff will manage behaviour according to clear, consistent and positive strategies. Parents are encouraged to contribute to these strategies, raising any concerns or suggestions.

Behaviour Management at Jumping Juniors will be structured around the following principles:

Staff and children will work together to establish a clear set of ‘ground rules’ governing all behaviour at Jumping Juniors. These will be periodically reviewed so that new children have a say in how the rules of the club operate. Parents are welcome to discuss with staff members the centre ground rules to encourage unity and consistency.

The centre boundaries will apply equally to all children, staff, and parents. Positive behaviour will be reinforced with praise and encouragement.

Challenging behaviour will be addressed in a calm but assertive manner. In the first instance, staff members will try to redirect children’s energies by offering them alternative and positive options. Staff members will be open in stating and explaining non-negotiable issues.

When dealing with challenging behaviour, Staff members will always communicate in a clear, calm, and positive manner. For those children who need support to behave in an appropriate manner, Jumping Juniors will investigate strategies and offer consistent care whilst at the club.

Staff and parents will make every effort to set a positive example to children by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another.

Staff members and parents will avoid shouting whilst at Jumping Juniors. Staff members will work as a team by discussing incidents and resolving to act collectively and consistently.

Managers will endeavour to discuss concerns confidentially with parents at the earliest possible opportunity in an attempt to help identify the causes of inappropriate behaviour and share strategies for dealing with it.

Children who experience bullying, racism or other unacceptable behaviour will be actively encouraged to speak to a member of staff.

Staff members will encourage and facilitate mediation between children to try to resolve conflicts by discussion and negotiation.

Dealing with Inappropriate Behaviour

When confronted with negative behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behaviour.

'Disengaged' behaviour may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity.

'Disruptive' behaviour describes behaviour which prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.

'Unacceptable' behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction / damage of equipment. Staff will be clear that consequences will follow from such behaviour, including in the first instance, temporarily removing a child from the activity session.

When an incident of inappropriate behaviour occurs, staff will listen to the child or children concerned and hear their reasons for their actions. Staff will then explain to the child or children what was unacceptable about their behaviour and that such actions have consequences for both themselves and for other people.

Staff will make every attempt to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behaviour and, if appropriate, be able to rejoin the activity. Consideration will be given to the child or young person's individual needs. Every effort will be made to communicate in the most appropriate manner in order to assist in an improvement in behaviours.

Children who need help in order to behave in an appropriate manner will be given support and consistent strategies to address the matter. Staff will seek appropriate training in order to reflect upon the triggers and effects for some children who find some aspects of the classroom environment stressful.

Parents will be informed of inappropriate behaviour when picking up their child through the parent communication form. The parent will be informed of the incident, how it was dealt with and how the child responded.

In the event that unacceptable behaviour persists, more serious actions may have to be taken, in accordance with the 'Suspensions and Exclusions' procedures (below). At all times, children will have explained to them the potential consequences of their actions.

It is recognised that an incident of unacceptable behaviour is a stressful situation for staff and children alike. However, staff will be aware that there is also a need to be mindful of confidentiality and will only discuss such incidents on a 'benefit to know' basis. Where causes of incidents suggest possible abuse, child protection procedures will be followed.

Suspensions and Exclusions of Children

Persistent unacceptable behaviour from a child will result in the following:

Formal Warning

Staff members will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Children will be encouraged to discuss their behaviour, to explain their actions, and helped to develop strategies to avoid repeat incidents. Details of all warnings, suspensions and exclusions will be recorded and kept on the child's records.

Each warning should be discussed with the child concerned and their parents, and wherever possible agreements made between all parties that are fair and reasonable to the situation. Such agreements can include removal of privileges e.g. participation in certain activities. Any agreements should reflect the circumstances and be appropriate to the individual concerned, as this can afford the child opportunity to display positive behaviour whilst serving as a motivator to reinforce such.

Staff members will be made aware of any warnings given to a child, and the implications of any agreements made. Jumping Juniors has the right to temporarily suspend; this includes informing a parent their child must be collected immediately, or permanently excluding a child in the event of persistent and irresolvable unacceptable behaviour.

Suspension

Only in the event of an extremely serious or dangerous incident will a child be suspended from Jumping Juniors with immediate effect. In such circumstances, the child's parents will be contacted and may be asked to collect their child, even if the child normally signs themselves out. Children may not be allowed to leave the premises until a parent arrives to collect them.

After an immediate suspension has taken place, the directors will arrange a meeting with the child concerned and their parents to discuss the incident and decide if/when it will be possible for them to return to Jumping Juniors.

Suspensions should be consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration is given to the child's age and maturity. Any other relevant information about the child and their situation will also be considered. If appropriate, help and advice will be sought from concerned professionals in order to plan for the child's return. Every effort will be made in order to support all and strategies necessary to promote a positive outcome. This may include seeking funding.

Staff members should always keep parents informed about behaviour management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.

No Staff members may impose a suspension from Jumping Juniors without prior discussion with the directors. Staff members will consult the directors as early as possible if they believe that a child's behaviour may warrant suspension or exclusion.

When a suspension is over and before a child is allowed to return Jumping Juniors, there will be a discussion between Staff members, the child and their parents, setting out the conditions of their return.

Exclusion

In an extreme situation whereby all strategies and other attempts to address persistent unacceptable behaviour have been unsuccessful, Jumping Juniors has the right to permanently exclude a child. This right will only be exercised where absolutely necessary, but will be done so whereby the duty of care provided to other children and users of Jumping Juniors is unduly compromised by irresolvable unacceptable behaviour.

The Use of Physical Interventions

Physical intervention may be recognised as part of an individuals' 'Care Plan' and training will be sought.

Staff will use physical interventions only as a last resort and only then if they have reasonable grounds for believing that immediate action is necessary to prevent a child from significantly injuring themselves or others or to prevent serious damage to property.

Before reaching this stage, staff will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behaviour. The child or children concerned will be warned verbally that physical intervention will be used if they do not stop.

A dialogue will be maintained with the child or children at all times, so that the member of staff can explain what they are doing and why they are doing it. Staff will avoid the use of physical interventions if they are alone with the child or children. Only the minimum force necessary to prevent injury or damage should be applied. For example, diverting a child by leading them away by a hand or an arm around their shoulders.

Staff will use physical intervention as an act of care and control and never punishment. Physical interventions will not be used purely to force a child to do what they have been told and when there is no immediate risk to people or property.

As soon as it is safe, the physical intervention should be gradually relaxed to allow the child or children to regain self-control. The force of the physical intervention will be always appropriate to the age, size and strength of the child or children involved.

If staff are not confident about their ability to contain a particular situation or type of behaviour, consideration will be given to calling their manager first, and then the directors or, in extreme cases, the police.

Where a member of staff has had to intervene physically to restrain a child, the directors will be notified and the incident logged. The incident will be discussed with the parents at the earliest possible opportunity.

If a staff member commits any act of violence or abuse towards a child, parent or other member of staff at Raising Explorers, the disciplinary process will be implemented, according to Raising Explorers Staff Disciplinary Procedures.

All our policies and procedures are updated in August each year.