



# Bee Active Club

## Parent and Bee Active agreement

Dear Parent/Carer,

### Our Terms and Conditions

#### Payment

- A minimum 50% deposit will be required at the time of booking.
- Payment must be received in full 7 working days before your child/young person is due to attend a session/s
- You may forfeit your place by not paying the outstanding balance by the due date.
- Invoice not paid 3 days after due date may result in your child losing their place.
- Fees are payable by Bank transfer or Cash to the Bee Active Business account located on your invoice.

#### Bookings

- All sessions must be booked well in advance
- Sessions must be booked no later than 10.00 am the day before any session and must be paid in full at time of booking.
- In the event that you need to book a session after the deadline, it must be agreed by us, telephoning 07961781083/ 07775501937 before booking.

#### Normal pick-up Procedure

- We will not tolerate any abuse towards any members of staff.
- Children should be collected at the end of their allotted time.
- Children will only be allowed to leave with the parent/carer or with an individual who the Club has been notified will be collecting the child/ren by the parent/s. This notification must be made by the parent/s either in person or by phoning the Club prior to collection. That person must know the "password" stated by the parent beforehand.
- A signature will be required when children are collected, and the time of collection specified. **This is a mandatory requirement.**

#### Late pick-up Procedure

In the event of a child not being collected by 4.05 pm the following steps will occur:

- The Club will contact the parent/carer. If there is no reply, the Club will call the emergency contact numbers provided on the registration form.
- The Club will not allow the child to leave with anyone else unless the parent or carer requests it (i.e., over the phone or if they have already agreed it).
- A Late pick-up fee of £10 will apply every 15 minutes.
- If the child hasn't been picked up by 4.15 pm, this will be counted as late.

- The expectation is for you to pick up your child on time in order for your child not to lose their place.

### **Cancellation and Non-attendance**

#### **Cancellation by Us**

We reserve the right to cancel our service in the following circumstances:

- The hall is closed due to unforeseen circumstances, such as poor weather conditions. In cases where the school contacts parents direct or notice is published on the schools or counties websites informing of closure, we will deem this as notice that the Saturday Playgroup club will not be open.
- Staff shortages. In the very rare case that a safe level of supervision cannot be provided we will notify you at the earliest opportunity.
- Should the Saturday Playgroup Service be terminated by either the premises or ourselves, we will endeavour to give 2 weeks' notice to parents of service termination.

#### **Cancellation by parents/carers**

Parents will NOT be charged for Cancellation with less than 48 hours' notice in the following special circumstances and payment will carry forward.

- Absence due to sickness. This will only apply if the child is absent from school due to Severe illness or hospitalisation and parents /carers notify Bee Active Club at the earliest opportunity by calling 07961781083/07775501937.
- The hall management team close the hall due to either weather conditions or other unforeseen circumstance stopping the hall from opening
- Family bereavement.

#### **Non – Attendance**

If a child is booked into a session and does not attend. Unless the child is absent and the condition meets the above criteria full payment will be required for the missed session.

**Please now take the time to read below for our  
Safeguarding policy and GDPR Policy**

# Bee Active Club



## Data Protection Policy

At Bee Active Club we will collect and share personal information about your child/ren or young person. The data collected is personal information such as:

- Name
- Date of birth
- Next of kin
- Address and contact telephone numbers
- GP details
- Photos for advertising and website (with permission)

All information held by us will be in both paper and electronic format. We are committed to being transparent about how we handle personal information, to protect the privacy and security of personal information and will ensure we are meeting our data protection obligations under the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018.

### Key responsibilities – staff

- Keep data secure
- Follow all relevant procedures
- Report any potential data protection breaches as soon as you become aware of them
- Staff will always collect and process personal information about people in accordance with the data protection principles, in particular:
- Personal data must be kept securely and not disclosed orally or in writing, by accident or otherwise, to unauthorised third parties.

### Data breaches

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. It can be accidental or deliberate causes. A breach will have occurred if:

- any personal data is lost, destroyed, corrupted or disclosed
- someone accesses data or passes it on without proper authorisation
- data is made unavailable, for example, if it has been encrypted by ransomware, or accidentally lost or destroyed
- it is accessed by an unauthorised third party
- personal data is sent to an incorrect and unauthorised recipient
- devices containing personal data are lost or stolen
- personal data is altered without permission.

We have an obligation to report most personal data breaches to the Information Commissioners Office (ICO) within 72 hours of becoming aware of that breach. Additionally,

if the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, we must also inform individuals affected without undue delay.

**GDPR Officers:**

Chantel Martin 07961 781 083

Ruth Martins 07775 501 937

## Bee Active Club



## Child Protection & Safeguarding Policy

**“It could happen here”** At Bee Active Club we are privileged to work with children and young people who are particularly vulnerable, therefore it is important that all staff or volunteers are fully up to date with information and procedures to assist them in carrying out this responsibility.

Statistics show: Disabled children/young people are;

- more likely to be neglected.
- more likely to be physically abused.
- more likely to be emotionally abused. Safeguarding disabled children: Practice guidance – DCSF (2009)

**“Everyone has responsibility”** This policy applies to **all** Bee Active Club staff, volunteers, sessional workers, agency staff, students and anyone working on behalf of Bee Active Club. Bee Active Club, is fully committed to meet its responsibility to protect and safeguard the welfare of children and young people who use our services. We recognise the important part we must play in identifying children and young people at risk of abuse and neglect and in securing appropriate support for them and their families. As a special needs service for children and young people with complex communication, learning and behavioural needs we have a particular duty to be alert and vigilant to signs which cannot be communicated directly.

Safeguarding and promoting the welfare of children means:

- Protecting children from mistreatment or harm
- Preventing anything which gets in the way of children's health or development
- Ensuring children are growing up in circumstances which provide safe and effective care
- Working to promote optimum life chances and a successful transition to adulthood.

The fundamentals to our policy are to:

- Ensure we exercise safe recruitment in checking the suitability of all staff and volunteers that work with the children/young people.
- Raise awareness of child protection issues and equip children/young people with the skills required to keep them safe.
- Establish a safe, friendly, caring environment in which all children/young people are happy, are learning through play and can thrive.

## Bee Active Club



This policy has been constructed on law and guidance that seeks to protect children/young people, namely:

- Keeping children safe in education 2021
- Working together to safeguard children 2018
- Education Act 2010
- Children Act 1989 and 2004
- Section 5B (11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, and Statutory Guidance on FGM.
- Safeguarding Vulnerable Groups Act 2006
- Safeguarding disabled children 2009
- Special Educational Needs and Disability (SEND) code of practice: 0 – 25 years
- 2015 Children and Families Act 2014
- Statutory guidance on Prevent Duty
- Data Protection Act 1998

### What is safeguarding?

**Child protection** is a part of **safeguarding** and promoting **welfare**. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Effective child protection is essential as part of our wider work to safeguard and promote the welfare of every child/young person who attends a Bee Active Club.

Bee Active Club operates a child centred coordinated approach to safeguarding. We will work with children, parents, professionals, and the community to ensure the rights and safety of children are paramount and to give the very best start in life to all children. No single practitioner can have a full picture of a child's needs and circumstances.

Some might find hard to accept, but every child can be hurt, put at risk of harm, or abused, regardless of their age, gender, religion or ethnicity. Safeguarding legislation and government guidance say that safeguarding means:

- protecting children from maltreatment
- preventing impairment of children's mental health and physical health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all children and young people to have the best outcomes.

All Bee Active Club staff will be fully trained in safeguarding. Upon successfully completing the course all staff will be versed in the following:

**All staff** will be aware of safeguarding issues that can put children at risk of harm.

**All staff** should be able to detect a child/young person who may benefit from early help.

**All staff** will be able to follow the referral processes of the organisation should they have any concerns.



## Bee Active Club

**All staff** should know what to do if a child tells them he/she is being abused or neglected. Staff will never promise a child that they will not tell anyone about a report of abuse, as this may not be in the best interest of the child.

### British Values

**Democracy:** Children/Young people, parents and staff have many opportunities for their voices to be heard at Bee Active Club. Democracy is central to how we operate. Children/Young people are always listened to by the members of staff, respecting the right of every individual to have their opinions. Therefore, all children/young people that attend a Bee Active Club will always have a choice, have the opportunity to share how they are feeling as well as likes/dislikes and activities they may wish to engage or participate in. Affording children/young people to make choices and share opinions is a significant part of the transition into adulthood. At Bee Active club we want to aid the young people's transition into adulthood by giving them as many skills as possible.

**Behaviour:** Pupils are taught the value and reasons behind acceptable behaviours and behaviours that challenge and the consequences to unaccepted behaviours, they are taught that these rules are put in place to protect us. This is taught through the Zones of Regulation (ZoR).

**Individual Liberty:** Alongside rules and laws, we promote freedom of choice and the right to respectfully express views and beliefs. Through the provision of a safe, supportive environment and empowering education, we provide boundaries for our young pupils to make choices safely; for example:

- choices about the activities provided
- choices around the participation in activities

**Mutual respect and tolerance of those with different faiths and beliefs:** BEE ACTIVE CLUB Saturday & Holiday Playscheme is in an area which is culturally diverse, and we are proud to promote and celebrate our different backgrounds and beliefs. Mutual respect is at valued by all – To develop understanding and respect for a wide range of religious values, languages and cultural traditions and different ways of life.

Children and Young people know and understand that it is imperative, that respect is shown to everyone, whatever differences we may have, be it religious belief or race. Children and young people learn that their behaviour choices have an effect on their own rights and those of others. All members of the BEE ACTIVE should treat each other with respect.

### **Mobile Phone Policy**

Due to the vulnerability of the children and young people we work with, mobile phones are not allowed during working hours. In some circumstances few staff members will be allowed to have their phone on them i.e. supervisors or persons that work with a child or young person with epilepsy (to alert the Manager and/or Emergency services).

### **Smoking Policy**

Smoking is **NOT** allowed on the premises under no circumstances.