

Richmond Hillbillies Policies and Procedures 2020/2021

Richmond



Hillbillies

Safeguarding Children

We believe that children have the right to be safe from all forms of abuse and we are committed to safeguarding the children in our care from harm. We are committed to meeting our responsibilities in respect of child protection by treating any allegations seriously and sensitively.

In compliance with 'safeguarding children' guidelines Hillbillies has a named designated safeguarding officer who has attended training for this role. **Beverley Flockton & Gemma Smith** are responsible for liaising with School, Social Services and Ofsted regarding safeguarding issues.

New playcarers attend safeguarding (child protection) training as soon as possible to raise their awareness of possible safeguarding issues. All playcarers are made aware of signs and evidence of physical, emotional and sexual abuse and neglect and how to take action on this.

Please refer to Richmond Hill Primary Academy Safe Guarding Policy & procedures

Mobile Phones

Only the club mobile phone is to be used within the setting.

Staff are expected to keep use of their own mobile phones to outside work hours. Emergency calls can be made to Hillbillies phone allowing personal phones to be turned off. If staff need to make an emergency call or keep their phone on during work hours permission must be given by the club manager first.

Phones must be kept **at all times** in the office area.

Parent/Carers are requested not to use mobile phones/cameras whilst they are on the premises & will be challenged if used within the setting.

Cameras / Photographs

Photographs are only taken in line with schools and policy & procedures, and using the **clubs camera**. Photographs must only be taken of the children after requesting permission from the club manager and confirming that parental permission has been given. (see parental consent form)

Photographs must only be saved to the specific memory stick and kept on school premises

Photographs that are no longer required will be shredded.

Camera phones are **not** to be used on the premises.