



## Les Ateliers Policies

**2022-2023**

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***Toutes les polices sont disponibles en français sur demande à [office@lesateliers.co.uk](mailto:office@lesateliers.co.uk)***

**Les Ateliers  
60 Clancarty Road  
SW6 3AA London**

## 1. Data Protection Policy

This policy was originally written on 2<sup>nd</sup> May 2018. Reviewed annually.

**The policy is to be reviewed by the Trustees by September 2023.**

At Les Ateliers we respect the privacy of the children attending the Club and the privacy of their parents or carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working at Les Ateliers can do so with confidence that their personal data is being kept secure.

Our lead persons for data protection are the administrators, E. Chiampo-Anthony & S. Warhurst. They ensure that the company meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

### Confidentiality

Within Les Ateliers we respect confidentiality in the following ways:

- We will only ever share information with a parent about their own child.
- Information given by parents to Ateliers staff about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**).
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the company, except with the designated Child Protection Officer and the manager.
- *Staff only discuss individual children for purposes of planning and group management.*
- Staff are made aware of the importance of confidentiality during their induction process.
- Issues relating to the employment of staff will remain confidential to those making personnel decisions.
- All personal data is stored securely in a lockable space, on a password protected computer and on a passcode-locked phone.
- Students on work placements and volunteers are informed of our Data Protection policy and are required to respect it.

### Information that we keep

The items of personal data that we keep about individuals are documented on our personal data matrix. The personal data matrix is reviewed annually to ensure that any new data types are included.

*Children and parents:* We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent contact information, attendance records, incident and accident records and so forth. Once a child leaves our care we retain only the data required by statutory legislation and industry best practice, and for the prescribed periods of time. Electronic data that is no longer required is deleted and paper records are disposed of securely.

*Staff:* We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. We retain the information after a member of staff has left our employment for the recommended period of time, then it is deleted or destroyed as necessary.

### Sharing information with third parties

We will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally

authorised bodies (eg Police, HMRC, etc). If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our business, for example in order to take online bookings, and to manage our payroll and accounts. Any such third parties comply with the strict data protection regulations of the GDPR.

### **Subject access requests**

- Parents/carers can ask to see the information and records relating to their child, and/or any information that we keep about themselves.
- Staff and volunteers can ask to see any information that we keep about them.
- We will make the requested information available as soon as practicable, and will respond to the request within one month at the latest.
- If our information is found to be incorrect or out of date, we will update it promptly.
- If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they may complain to the Information Commissioner's Office (ICO).

### **GDPR**

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.

## 2. Fire Emergency Policy

This policy was originally written on 1<sup>st</sup> September 2013. Reviewed annually.

The policy is to be reviewed by the Trustees by September 2023.

The Ateliers supervisors are responsible for their class and must follow the instructions below:

### > If the fire alarm rings

1. Leave the classroom making sure that you **close the door and the windows firmly**.
2. Escort the class out of the building using the nearest available exit, ensuring that you have taken the list of pupils with you.
3. **Only one assembly point : PLAYGROUND BLUE PITCH.**
4. ALL the pupils must line up per Ateliers classes at your club usual collection point in the blue pitch.
5. Each supervisor counts the pupils under his/her responsibility and **raises his/her hand if tally is correct**, check with the registrar for any absentees of the day.
6. Each supervisor calls the register and immediately reports any missing pupils to the coordinator.

### > If a fire starts in your classroom, and you cannot control the fire:

1. Leave the classroom making sure that you close the door and the windows firmly.
2. In the corridor, **operate the alarm or shout "FIRE"**
3. Follow safety evacuation policy detailed above – points 2 to 6.

### > If smoke prevents the use of the emergency exit:

1. Remain in the classroom,
2. Make your presence known at the window while waiting for the rescue team.

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All children and adults must move quietly, without running!

All personal belongings must be left behind.

No-one must attempt to re-enter the building.

Children are asked to be silent as we might need to give instructions and be heard.

The coordinator, the secretary or anyone in the staff room will **call the emergency services**.

The School Fire Safety Officers will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.

If anyone is missing from the register, the emergency services will be informed.

### 3. Missing Child Policy

This policy was originally written on 1<sup>st</sup> September 2013. Reviewed annually.

*All Ateliers' policies follow the expectations of the current Keeping Children Safe in Education document from the Department for Education.*

**The policy is to be reviewed by the Trustees by September 2023.**

At **Les Ateliers** we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening supervisors will carry out periodic head counts, particularly when escorting children between locations.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- If the child is not located, parents will be contacted to check if the child has been collected without The Ateliers being informed.
- If the child is still not located the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Ateliers.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded online on our website. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

## 4. Place of Safety - Lockdown Policy

This policy was originally written on 1<sup>st</sup> September 2013. Reviewed annually.  
**The policy is to be reviewed by the Trustees by September 2023.**

### PLACE OF SAFETY - LOCKDOWN

The signal to be used to move to a safe place is the PANIC BUTTON located one in the secretary office (Virginie Kenneally-Miles office) on the first floor, the other in the headmaster's office on the second floor.

Location of safe place: CLASSROOMS with locks and blinds.

On hearing the relevant signal, all staff, pupils and visitors will move to a safe place within the premises in an orderly manner. All supervisors in control of a class will:

- Lead children by the nearest safe route to the place of safety (The nearest classroom with locks and blinds).
- Supervisors in outside areas should on hearing the alarm go the nearest safe area: classroom with blinds and lock or, if leaving the school is the safer option, South Park. Entry codes for classrooms opening on the playground, as well the code for the school gate will be given to relevant teachers.
- Put mobile phones on silent mode
- Carry out the roll call procedure
- Notify the coordinator (Florence Fisher or Virginie KM) of any persons unaccounted for
- Ensure children remain at the safe area
- Await further **instruction from the** coordinator (Florence Fisher or Virginie KM)
- The Emergency Pack will be collected by the coordinator (Florence Fisher or Virginie KM)
- Ateliers' Registers will be collected by the coordinator (Florence Fisher or Virginie KM)
- Children's medications and First Aid Boxes will be collected by the coordinator (Florence Fisher or Virginie KM)

## 5. Safeguarding and Child Policy

This policy was originally written on 1<sup>st</sup> September 2013. Reviewed annually.

*All Ateliers' policies follow the expectations of the current Keeping Children Safe in Education document from the Department for Education.*

**The policy is to be reviewed by the Trustees by September 2023.**

This policy is implemented in conjunction with the anti-bullying policy and the health and safety policy. It is available for carers and parents on the Ateliers' website or accessible as a hard copy on request.

Les Ateliers' Designated Safeguarding Lead (DSL) is the school's headmaster Mr. Francois Briquet.

### 1.0 Introduction

1.1 The management and staff of Les Ateliers fully recognise the responsibilities it has to safeguard children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

1.2 All teachers, supervisors and the management team believe that our clubs should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

1.3 All staff and the management team upholds the principle that all children whatever their age, culture, disability, gender, language, racial origin, religious beliefs, and/or sexual identity have the right to grow in a safe environment and to protection from abuse in any form.

1.4 The aims of this policy are:

- 1.4.1 to support the child's development in ways that will foster security, confidence and independence;
- 1.4.2 to raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse;
- 1.4.3 to provide a systematic means of monitoring children known or thought to be at risk of harm;
- 1.4.4 to emphasise the need for good levels of communication between all members of staff;
- 1.4.5 to develop a structured procedure within the Ateliers which will be followed by all members of the Ateliers in cases of suspected abuse;
- 1.4.6 to ensure that all adults within our Ateliers who have access to children have been checked as to their suitability, and comply with the expected code of conduct

### 2.0 Procedures

2.1 Our Ateliers procedures for safeguarding children will be in line with national guidance (Working Together to Safeguard Children, HM Government, 2010) and the Local Authority Designated Officer (LADO) for Hammersmith and Fulham. We will ensure that:

- 2.1.1 we have a member of staff who will act in the designated teacher's absence;
- 2.1.2 all members of staff know how to respond to a pupil who discloses abuse;
- 2.1.3 all parents/carers are made aware of the responsibilities of staff members with regard to safeguarding/child protection procedures;
- 2.1.4 Les Ateliers will maintain a single central register of CRB checks on all members of staff;
- 2.1.5 All members of staff will be checked following safer recruitment procedures and police checks as necessary;

2.2 Our procedures will be regularly reviewed and updated.

2.3 All new members of staff will be given a copy of our safeguarding and child protection procedures as part of their induction into the Ateliers.

### **3.0 Responsibilities**

3.1 The designated teacher is responsible for:

3.1.1 adhering to LSCB and national guidance, London Child Protection Procedures, and school procedures with regard to referring a child if there are concerns about possible abuse (refer to appendix 1 for definitions of abuse and neglect);

3.1.2 keeping written records of concerns about a child even if there is no need to make an immediate referral;

3.1.3 ensuring that all such records include the summary of allegations, decisions reached and notes of actions taken and that these records are kept confidentially and securely and are separate from pupil records;

3.1.4 ensuring that an indication of further record-keeping is marked on the pupil records;

### **4.0 Supporting Children**

4.1 We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.

4.2. We recognise that Les Ateliers may provide the only stability in the lives of children who have been abused or who are at risk of harm.

4.3. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

4.4. Les Ateliers will support all pupils by:

4.4.1 encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying;

4.4.2 promoting a caring, safe and positive environment within the school;

4.4.3 liaising and working together with all other support services and those agencies involved in the safeguarding of children;

4.4.4 notifying Family Services as soon as there is a concern that warrants this;

4.4.5 providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

### **5.0 Confidentiality**

5.1 We recognise that all matters relating to Child Protection are confidential.

5.2 The Administrators or the Trustees will disclose any information about a pupil to other members of staff on a need to know basis only.

5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

### **6.0 Supporting Staff**

6.1 We recognise that staff working in the Ateliers who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

6.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated teacher and to seek further support as appropriate.

### **7.0 Allegations against staff**

7.1 We understand that a pupil may make an allegation against a member of staff, and in this event there are other factors to consider as outlined in Working Together (2010 – chapter 6) for managing allegations against people who work with children



7.2 If such an allegation is made, the member of staff receiving the allegation will immediately inform the trustees.

7.3 The trustees on all such occasions will discuss the content of the allegation with the Local Authority's Designated Officer for Child Protection (known as LADO).

7.4 If the allegation made to a member of staff concerns the trustees or administrators, the designated teacher will immediately inform the Local Authority's Designated Officer for Child Protection.

7.5 The Ateliers will follow DfE guidance on procedures for managing allegations against staff, a copy of which will be readily available in the school.

## **8.0 Whistleblowing**

8.1 We recognise that children cannot be expected to raise concerns in an environment where members of staff fail to do so.

8.2 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

## **9.0 Physical Intervention**

9.1 Staff must only ever use physical intervention as a last resort, and at all times it must be the minimal force necessary to prevent injury to another person.

9.2 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

## **10.0 Bullying**

10.1 Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

## **11.0 Racist Incidents**

11.1 Our policy on racist incidents acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures, and/or disciplinary procedures.

## **12.0 Prevention**

12.1 We recognise that the Ateliers play a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

12.2 The Ateliers community will therefore:

12.2.1 establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to;

12.2.2 ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty;

## **13.0 Health & Safety**

13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the Ateliers environment.

## **14.0 What staff should do if approached with information which may relate to child abuse:**

14.1 Always listen to someone who wants to tell you about incidents or suspicions of abuse

Do not question, prompt, or lead the child/young person.

Do not express an opinion on what they're telling you.

Accept what the child/young person is telling you.

Affirm that the child/young person has done the right thing in telling you. Never tell the

child/young person that what they have told is a secret. Explain that you have a duty to pass on to people who can help.

14.2 Keep notes of what you are told, with details of times, dates and places mentioned

14.3 Always warn that you may not be able to keep what you are told confidential, but reassure that only those who need to know will be told

14.4 Ensure that you are clear regarding the facts of what you have been told

14.5 Immediately inform the administrators and trustees. Do not pass the information to another party

## **15.0 What pupils should do if they need advice or wish to discuss a problem:**

15.1 You should usually talk to your teacher. You could also speak to a nurse in the school's Health Centre

15.2 You should bear in mind that, while some matters can remain confidential, there are others which the person you speak to will be obliged to report to their line manager. The person to whom you choose to speak will make you aware of this at the time

### **Contact details:**

Hammersmith and Fulham Child Protection: 020 8753 6600 / 020 8748 8588 (out of hours)

LADO Referrals: [LADO@lbhf.gov.uk](mailto:LADO@lbhf.gov.uk) (monitored Mon to Fri, 9am to 5pm) OR telephone: duty admin: 020 8753 5125 (answered Mon to Fri, 9am to 5pm).

Manager details: Megan Brown - Safer Organisations (LADO) and Safeguarding in Education Manager 07776 673020 / [megan.brown@lbhf.gov.uk](mailto:megan.brown@lbhf.gov.uk) (not monitored when away).

Police: 101 (non emergency) or 999 (emergency)

Anti terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

### **Appendix - Definitions**

#### Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of possible abuse and neglect may include:

- • significant changes in a child's behaviour
- • deterioration in a child's general well-being
- • unexplained bruising or marks
- • comments made by a child which give cause for concern
- • reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed or be living with domestic abuse
- • inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- • reassure the child that they were not to blame and were right to speak out
- • listen to the child but not question them
- • give reassurance that the staff member will take action
- • record the incident as soon as possible

If a member of staff witnesses or suspects abuse, they will record the matter straightaway via the DSL. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Les Ateliers is obliged to and the incident will be logged accordingly.

All staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. This could be due to their vulnerability, disability or language barriers. They may also feel embarrassed, humiliated or are being threatened. Our staff recognise this and where they have any concerns about a child they will raise these with the designated safeguarding lead (DSL) without unreasonable delay.

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls. FGM is therefore dealt with as part of our existing safeguarding procedures. All of our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.

If FGM is suspected or disclosed, we will follow the same procedures as set out above for responding to child abuse and will make a report to Children's Social Care directly.

#### Child-on-Child abuse

Children are vulnerable to abuse by their peers. Child-on-Child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of technology and the internet for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- • Sexual activity (in primary school-aged children) of any kind, including sexting
- • One of the children is significantly more dominant than the other (eg much older)
- • One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- • There has been some use of threats, bribes or coercion to ensure compliance or secrecy. If child-on-child abuse is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse.

#### Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- • feeling alienated or alone
- • seeking a sense of identity or individuality
- • suffering from mental health issues such as depression
- • desire for adventure or wanting to be part of a larger cause
- • associating with others who hold extremist beliefs

Signs that a child might be at risk of radicalisation include:

- • changes in behaviour, for example becoming withdrawn or aggressive
- • claiming that terrorist attacks and violence are justified
- • viewing violent extremist material online
- • possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form, and refer the matter to the DSL.

## 6. Anti-Bullying Policy

This policy was originally written on 1<sup>st</sup> September 2013. Reviewed annually.

*All Ateliers' policies follow the expectations of the current Keeping Children Safe in Education document from the Department for Education.*

**The policy is to be reviewed by the Trustees by September 2023.**

Bullying is an unacceptable form of behaviour which can result in considerable distress to the victim. It is not to be tolerated and will be acted upon.

Any pupil who is being bullied can talk to any member of staff, although the atelier teacher may be best placed in the first instance to deal with the problem. The same applies to a pupil who believes that another pupil is being bullied.

The member of staff approached should always listen, with the proviso that it will be necessary to pass on the information to the atelier administrators and/or the Trustees.

The bullied child should be reassured that he or she will receive the help and support of the staff, and that the issue will be addressed.

The problem should be raised with the bully, asking them for their point of view, and also trying to help them to see the other point of view. Strategies should then be discussed which will enable the bully to avoid those situations which lead to the bullying. It should be made clear to the bully that it is their behaviour which is disapproved of and not them as a person.

In serious cases of bullying the peer group should be made aware of the problem and of their collective responsibility both to support the bullied child and to discourage bullying behaviour. Should the bullying continue, the pupil bullying may be suspended.

To allow or condone bullying may lead to consideration under the child protection procedures.

### **What pupils should do if they need advice or wish to discuss a problem**

You should usually talk to your teacher or the Ateliers administrators.

You should bear in mind that, while some matters can remain confidential, there are others which the person you speak to will be obliged to report to their line manager. The person to whom you choose to speak to will make you aware of this at the time.

## Annex 1

### **WHAT MAY CONSTITUTE BULLYING - Things to look out for**

- Name Calling
- Dirty Looks
- Personal Insults
- Being left out from groups
- Being the butt of constant jokes
- Racial Insults
- Family Insults
- Sexist Insults
- Hitting
- Pushing
- Touching
- Being Hurt
- Cyber Bullying
- Destruction or removal of possessions without permission

## Annex 2

### **HOW TO PUT OFF A BULLY? – Some things to do if you are being bullied**

- Try not to show you are upset – which is difficult
- Tell yourself that you do not deserve to be bullied
- Tell an adult that you trust
- Get friends together and say **NO** to the bully
- Try to ignore the bully
- Fighting back may be worse. If you decide to fight back, talk to an adult
- If you are different in some way, be proud of it!
- It is good to be an individual
- Stay with people, even if they are not your friends, there is safety in numbers
- Try being assertive shout loudly. (Practise in front of the mirror to gain confidence)
- If you are in danger, get away. Do not fight to keep possessions
- Walk quickly and confidently even if you do not feel that way inside. Practise!
- Try to be careful about what you may say to other pupils, they may make personal remarks and they may not see the funny side of your remarks

## 7. Uncollected Children Policy

This policy was originally written on 1<sup>st</sup> September 2013. Reviewed annually.

**The policy is to be reviewed by the Trustees by September 2023.**

***All Ateliers' policies follow the expectations of the current Keeping Children Safe in Education document from the Department for Education.*** Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information for parents and carers [3.73]*.

**Les Ateliers** endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

### **Up to 15 minutes late**

- When the parent or carer arrives they will be reminded that they must call/email Les Ateliers to notify us if they are delayed.

### **Over 15 minutes late**

- If a parent or carer is more than 15 minutes late in collecting their child, the **coordinator** will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. The **coordinator** will then try to contact the emergency contacts listed on the child's registration form.

When the parent or carer arrives they will be reminded that they must contact Les Ateliers to notify us if they are delayed. A note will be made in the Attendance Book and parents will be reminded that if they persistently collect their child late they may lose their place at Les Ateliers.

### **Over 30 minutes late**

- If the coordinator has been unable to contact the child's parents or carers after 30 minutes, the manager will contact the local Social Care team for advice.
- The child will remain in the care of Les Ateliers staff, on the school premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the school's premises, a note will be left on the door of the school informing the child's parent or carer where the child has been taken (eg into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

### **Managing persistent lateness**

The coordinator will record incidents of late collection. The Administrators and the child's parents or carers will be automatically notified and reminded that if they persistently collect their child late they may lose their place at Les Ateliers.

### **Useful contacts**

020 8753 6600 Hammersmith and Fulham Child Protection - 020 8748 8588 (out of hours)

## 8. Covid-19 Policy

Les Ateliers recognises that careful planning is essential in order to keep the children and our staff safe, and to limit the spread of coronavirus/Covid-19, within our setting. Accordingly, we have conducted a thorough Covid-19 risk assessment and will review it regularly and whenever Government guidance changes.

This policy was originally written on 6th October 2020. Reviewed annually.

**The policy is to be reviewed by the Trustees by September 2023.**

### **Covid-19 symptoms**

Covid-19 is a viral, respiratory disease, which is spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. Symptoms of Covid-19 can include:

Continuous dry cough, sore throat, fever (high temperature), tiredness, difficulty breathing, loss of taste and smell

The initial symptoms are similar to colds and flu-type illnesses, but the combination of a recent onset of fever and a new continuous cough seem to be present in many cases of Covid-19. However, it is important to be aware that in some cases the symptoms may be very mild or even non-existent, especially in children.

### **Procedure for infection or suspected infection**

Any child who becomes ill with symptoms which could be Covid-19 while at Les Ateliers will be isolated from the other children by at least two metres until the child can be collected by his or her parents. If the child becomes seriously ill, we will call 999.

If a child or member of staff has suspected symptoms of Covid-19, they will be sent home and must follow the Government guidance for households with possible Covid-19 infection. This includes self-isolation and taking a Covid-19 test. See:

<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

Most suspected cases of Covid-19 turn out to be negative, so Les Ateliers will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high risk groups.

If children or staff experience any symptoms of Covid-19 they must not attend Les Ateliers until all symptoms have passed and they feel well.

### **Infection control**

Like the common cold and flu viruses, Covid-19 is spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (eg door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent

surfaces.

We will take the following steps to reduce the risk of catching or spreading Covid-19 at Les Ateliers:

***Hygiene:***

- Staff and children will wash their hands as soon as they arrive at Les Ateliers, and will be reminded to wash their hands regularly throughout the session, especially after using the toilet, before eating food and after coughing or sneezing.
- Hand sanitiser will be available in convenient locations throughout the club.
- If they don't have a tissue to hand, children will be instructed to cough or sneeze into the crook of their arm.
- We will discourage children from touching their faces.
- We will discourage children from touching each other.
- Children will not be allowed to bring toys or games from home, and we ask that they bring only essential items with them to Les Ateliers.
- All adults are encouraged to wear a mask, take care to wash their hands and limit contact as much as possible.

***Cleaning:***

- The school cleaning staff ensures that frequently-touched surfaces, such as handles, door plates, light switches and table tops are regularly cleaned with anti-bacterial spray or wipes during the day.
- We will restrict the sharing of toys and equipment between groups as much as possible. Any toys or equipment that need to be shared will be thoroughly cleaned before being used by the next group.

***Promoting good practice:***

We will promote infection control through the methods above, and in addition we will ensure that all staff have received training in, and understand, our new procedures.

***Closure***

We may need to temporarily close the Ateliers if we have insufficient staff due to illness to run sessions safely.

In the event that we have a number of confirmed cases of Covid-19 associated with the Ateliers we may need to close if advised to do so by the local Health Protection Team in order to limit the spread of the virus.

If the Ateliers needs to close, the administrators will notify parents or carers as soon as possible. The administrators will also inform other relevant parties.

In the event that Marie d'Orliac School closes, the Ateliers will close as well.



## 9. Health and Safety Policy

This policy was originally written on 1<sup>st</sup> September 2013. Reviewed annually.

*All Ateliers' policies follow the expectations of the current Keeping Children Safe in Education document from the Department for Education.*

**The policy is to be reviewed by the Trustees by September 2023.**

**Les Ateliers** considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

**The Ateliers** has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each supervisor follows the Ateliers' **Health and Safety** policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the ateliers
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

### **Responsibilities of The Ateliers**

**Les Ateliers** holds ultimate responsibility and liability for the safe operation of the clubs. The registered person will ensure that:

- The Ateliers' designated health and safety officer is the school headteacher, Mr François Briquet.
- All staff receive information on health and safety matters, and receive training where necessary
- The **Health and Safety** policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet the clubs' health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

The Health and Safety Officer is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- All the Club's equipment is safely and securely stored
- Children are only allowed in the kitchen if properly supervised (eg for a cooking activity)
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather

- Daily environment checks are carried out in accordance with our **Risk Assessment** policy.

### **Security**

Children are not allowed to leave the Club premises during the session.

During Club sessions all external doors are kept locked. Staff monitor the entrances and exits to the premises throughout the session.

Security procedures will be regularly reviewed by the manager, in consultation with staff and parents.

### **Toys and equipment**

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children are allowed to use them. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

### **Food and personal hygiene**

Supervisors at **Les Ateliers** maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

### **Dealing with body fluids**

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

### **Staffing levels**

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.

## 10. First Aid Policy

This policy was originally written on 1st September 2022.

**The policy is to be reviewed by the Trustees by September 2023.**

Staff and pupils can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

### Associated hazards

- Bodily injuries: blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height.
- Illnesses: asthma, diabetes, epilepsy etc.

### Ateliers' responsibilities

Les Ateliers will carry out a first aid risk assessment for each area/building to identify:

- The level of First Aid cover required, e.g. "First Aiders" (i.e. those who have either a First Aid at Work or Emergency First Aid at Work Certificate) or "Appointed Persons". Consideration will be given to cover sickness etc.
- First Aid equipment and facilities
- Emergency procedures
- Ensure staff are aware and kept aware of the first aid arrangements for each area
- Provide the minimum numbers of first aid personnel at all times
- Display the names in school trained First Aiders and the location of first aid kits
- Regularly monitor the contents of first aid kits and replenish stock
- Provide training and refresher training of First Aiders and Appointed Persons
- Dispose of contaminated waste properly
- Communication of above to all new and existing staff
- Ensure suitable grab bags are available to take out onto sports fields during events and in case of an accident

### First Aiders are responsible for

- Undertaking an appropriate training course and, if required, attending refresher courses annually
- Ensuring that their First Aid at work or Emergency First Aid at Work Certificate is kept up to date
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe
- Administering first aid as required and within their capabilities. Where there is any doubt, manage the situation while waiting for medical assistance to arrive.

### Appointed Persons are responsible for

- Calling the appropriate medical assistance

- Keeping first aid signs up to date and legible
- Ensuring first aid kits are checked regularly and contents are in date
- Notifying the designated person if there are any entries in the accident book

#### Supervisors' responsibilities

To reduce the risk of suffering personal injury or delay in getting treatment, supervisors must:

- Co-operate with the Ateliers' arrangements for first aid
- Know what the procedure is for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situations

Ateliers' First Aiders are Florence FISHER and Virginie KENEALLY MILES

Ateliers' Appointed Persons are Stéphanie WARHURST and Emmanuelle CHIAMPO-ANTHONY

## 11. Parents Complaint Policy

This policy was originally written on 1<sup>st</sup> September 2013. Reviewed annually.

**The policy is to be reviewed by the Trustees by September 2023.**

Informal complaints from parents can be brought to the notice of Les Ateliers in one of two ways:

Through the coordinators who will pass on the complaint to the Administrators or directly via email: [office@lesateliers.co.uk](mailto:office@lesateliers.co.uk)

In each case, Les Ateliers undertakes to look into the complaint and report back to the parent concerned within two weeks or sooner if possible.

Parents are encouraged to use the above informal complaints procedure in the first instance.

However, should they not receive satisfaction they can formally write to the Trustees at either : [theatelierstrusteeteam@gmail.com](mailto:theatelierstrusteeteam@gmail.com), or : Les Ateliers, Ecole Marie d'Orliac, 60 Clancarty Road, London SW6 3AA who will look into the matter and reply within two weeks.

The Ateliers will keep written records of all such complaints. All records will be confidential, indicating whether they were resolved at the preliminary stage or whether they proceeded to a panel hearing.

The Ateliers take any such complaint very seriously.

## 12.Audio Visual Policy

This policy was originally written on 2<sup>nd</sup> May 2018. Reviewed annually.  
**The policy is to be reviewed by the Trustees by September 2023.**

### FAIR PROCESSING NOTICE: AUDIO OR VISUAL RECORDINGS AND PHOTOGRAPHS.

The purpose of this notice, in accordance with the Data Protection Act 1998, is to let you know that Les Ateliers may take and use audio or visual recordings and photographs of your child, never including your child's name, for the following purposes:

- to be displayed on Les Ateliers website;
- to appear in publications (including, but not limited to, Ateliers prospectuses, marketing materials and annual reports);
- displays and exhibitions relating to Ateliers activities or events;
- newspapers or for general publicity purposes; and
- any educational purposes.

Audio or visual recordings and photographs of your child may also be used for the above purposes after they have left Les Ateliers.

If you wish to opt out to audio or visual recordings and photographs being taken of your child, or if you would like us to remove any specific audio or visual recording or photograph of your child from an existing Ateliers publication, Ateliers website or display, please contact us for withdrawals and information: [office@lesateliers.co.uk](mailto:office@lesateliers.co.uk)