

Code Of Conduct: Young Animators Club Company Procedures 2023

As a company, we strive to provide a safe, healthy and beneficial environment for our participants, staff, volunteers and governing body.

HEALTH & SAFETY

Young Animators Club CIC must consider the suitability and safety of the setting and activities for participants and employees and take steps to reduce any risks. Young Animators Club is responsible for ensuring the following Health and Safety procedures are observed and regularly reviewed:

- [Most recent Health & Safety Policy](#) (reviewed annually).
- First aid lead: Lydia Hibbert
- First aid assistant/s: Kate Clements & Charlotte Oulton.
- A well-stocked first aid kit should be at hand at all times (checked termly).
- Regular first aid training (refreshed every three years).
- More than one emergency contact number for all participants, staff and volunteers.
- [GDPR-compliant registration procedures](#) for all participants, including essential contact information and medical details.
- Register to be taken at the start of each session.
- Termly checks for updates to emergency contact details and any medical concerns or allergies.
- Risk assessments for all activities & processes carried out during workshops.
- Individual risk assessments for participants at greater risk due to physical or mental health conditions.
- Fire Safety lead: Lydia Hibbert
- [Fire safety evacuation plan](#) reviewed by fire safety lead annually.

SAFEGUARDING

Safeguarding children, young people and vulnerable adults is the responsibility of all who come into contact with them. Young Animators Club are responsible for adhering to the following procedures:

- [Most recent Safeguarding and Child Protection Policy](#) (reviewed annually).
- Safeguarding Lead: Lydia Hibbert
- Procedures for safeguarding incidents are communicated to and understood by all staff members and volunteers.
- Awareness of and training on the specific safeguarding issues that can put children at risk of harm (for example, abuse and neglect, peer-on-peer abuse, extremism and radicalisation) should have clear procedures on what to do if they have concerns

about a staff member, volunteer or other adult who may pose a risk of harm to children.

- Designated safeguarding lead (DSL) is to undertake safeguarding and child protection training annually.
- Parents and carers are provided with a named individual (Safeguarding Lead) so they can raise safeguarding concerns.
- Safeguarding policy to provide the contact details of your local authority's children's services or the NSPCC helpline number should have contact details for the DSL and the local authority designated officer (LADO) and know the local referral route into children's social care.
- Staff and volunteers have had relevant pre-employment checks (e.g. DBS check, verification of identity).
- Staff have regular performance reviews in place to check the suitability and training requirements.
- Governance should have a clear complaints procedure and should have an effective whistle-blowing policy.
- Extra pastoral support is to be provided for participants with Special Educational Needs or Disabilities (SEND) and social or communication barriers.
- Ensure all staff and volunteers know the referral route into children's social care.

SAFE RECRUITMENT

Young Animators Club practice safe recruitment processes and supports the principles of Safer Recruitment as defined by NSPCC and is committed to:

- Carry out background checks – Enhanced DBS checks for all participant-facing employees or volunteers.
- Identifying and rejecting applicants who are unsuitable to work with children and young people.
- Responding to concerns about the suitability of applicants during the recruitment process.
- Responding to concerns about the suitability of employees and volunteers once they have begun their role.
- Have an induction process which includes a briefing on the organisation's safeguarding policy and procedures.
- Follow strict data protection & GDPR procedures for all staff who handle any data associated with participants and other staff members.

INSURANCE

Public liability insurance

Period of Insurance: 28 July 2022 to 27 July 2023 (both dates inclusive)

Limit: £2,000,000

ONLINE SAFETY

Young Animators Club strives to empower, protect and educate children in their use of technology. We are responsible for establishing mechanisms to identify, intervene in and escalate any incident where appropriate. When appropriate, we have positive, supportive conversations about online safety with young people. Staying safe online includes a wide range of issues. The three main risk areas are:

- Content: being exposed to illegal, inappropriate or harmful material; for example, pornography, racist or extremist views, glamorisation of drugs or gang lifestyles.
- Contact: being subjected to harmful online interaction with other users; for example, adults posing as children or young adults.
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images or online bullying.

GDPR

- Our current [Privacy Notice](#) (to be reviewed annually)
- Our current [Data Protection Policy](#) (to be reviewed annually)

All electronic data regarding staff, participants and volunteers are encrypted and password protected. All paper data is secured with a lock in a private office. This information is not given to other parties without the child's consent (or parental consent if the child is under 16) – with the possible exception of legitimate sharing of safeguarding information as described in GDPR and the Data Protection Act 2018.

GOVERNANCE:

It is the responsibility of our board of Directors to ensure the following:

- Young Animators Club has registered appropriately as a Community Interest Company with Companies House and observes and reviews the objectives in the CIC Articles of Association.
- Approve policy revisions
- Ensure annual accounts are submitted to HMRC
- Enforce an effective complaints policy and a clear and effective whistle-blowing policy.

COMPLAINTS & WHISTLE-BLOWING

Sometimes a parent or staff member may be alerted to an issue by their child or another parent regarding an out-of-school setting. As a provider, Young Animators Club CIC, we recognise our responsibility to deal effectively with complaints.



YOUNG ANIMATORS CLUB
Community Interest Company
2 New Road, Saltwood, Hythe CT21 4QE

w: younganimators.org e: lydia@younganimatorsclub.com t: 01303 680248

- [Whistle-blowing Policy](#) (to be reviewed annually)
- [Complaints Policy](#) (to be reviewed annually)

Our complaints policy and whistle-blowing policies are in place so staff can raise concerns about how the setting is run, other members of staff, the maltreatment of any children or other bad practice.

Company Contact Details:

Lydia Hibbert: Managing Director

Telephone: 07930357546

Email: lydia@younganimators.org

Kate Clements: Director

Email: Kate@younganimators.org