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## Policies and Procedures

### What are your key policies?

Our policies and procedures act as a guide for all our staff to ensure your children are safe and fully supported whilst they are in our care. They also assist the staff teams when making decisions to offer both consistency and fairness. We review all our policies on a regular basis and update and review them with the advice of local authorities and government guidelines.

Our full policies can be viewed via links on our website at [www.munchkinsports.com](http://www.munchkinsports.com) or read at our holiday camps, or if you wish to read them at home, please contact our Head Office for a copy.

Our policies include:

- Safeguarding
- Child Protection
- Safer recruitment
- Code of conduct for staff and volunteers
- Complaints procedure
- Anti-bullying
- Inclusion and exclusion
- Accessibility, equality and diversity
- Behaviour Management
- Incident, Accident and Emergency Evacuation
- Missing child
- Medication
- Accidents
- Whistleblowing
- Online Safety and Filtering
- GDPR and Privacy
- Health and Safety

### What's your behaviour management policy?

In order for children to thrive and develop, they need to be in an environment where they feel secure, respected and encouraged. Coaches set the rules with the children and are there to promote a positive environment whereby children from all backgrounds and abilities are included. Disruptive or inappropriate actions and words will be dealt with by the coaches. Depending on the extent and frequency of the behaviour, a child may be excluded from Munchkin Sports.

### What's your policy on bullying?

Bullying is not tolerated at Munchkin Sports and immediate action will be taken to deal with the situation.

### What's your child protection policy?

We believe that:

- Children and young persons 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. We are committed to practising in a way that protects them.

We recognise that:

- The welfare of the child is paramount.
- All children, 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.



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- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs and other issues.
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

The Designated Safeguarding Lead at Munchkin Sports is Mrs Alexandra Ellis. She can be contacted on [operations@munchkinsports.com](mailto:operations@munchkinsports.com) or 020 8658 3777.

### What's your confidentiality policy?

Any confidential or sensitive information we receive about your child is only shared with staff on a need-to-know basis and never with another parent or child. This applies to both verbal and written information. All information is stored securely in line with our data protection policy in our head office.

### What's your inclusion policy?

Munchkin Sports is committed to ensuring that participants of all abilities are able to participate equally within our classes and sessions. We will seek to develop a focus on inclusion, not exclusion, and ensure that we provide appropriate advice to staff to ensure that disabled children can participate as fully as possible within our classes. We will seek to ensure that we comply with the Equality Act 2010 and encourage our staff to do so too.

### What's your health and safety policy?

Munchkin Sports believes that the health and safety of children is of paramount importance. We make sure all our classes and camps provide a safe and healthy place for children. We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment. We have valid Public Liability and Employer's Liability Insurance. The certificates are displayed in Head Office and an e-version can be produced for any location that requests it.