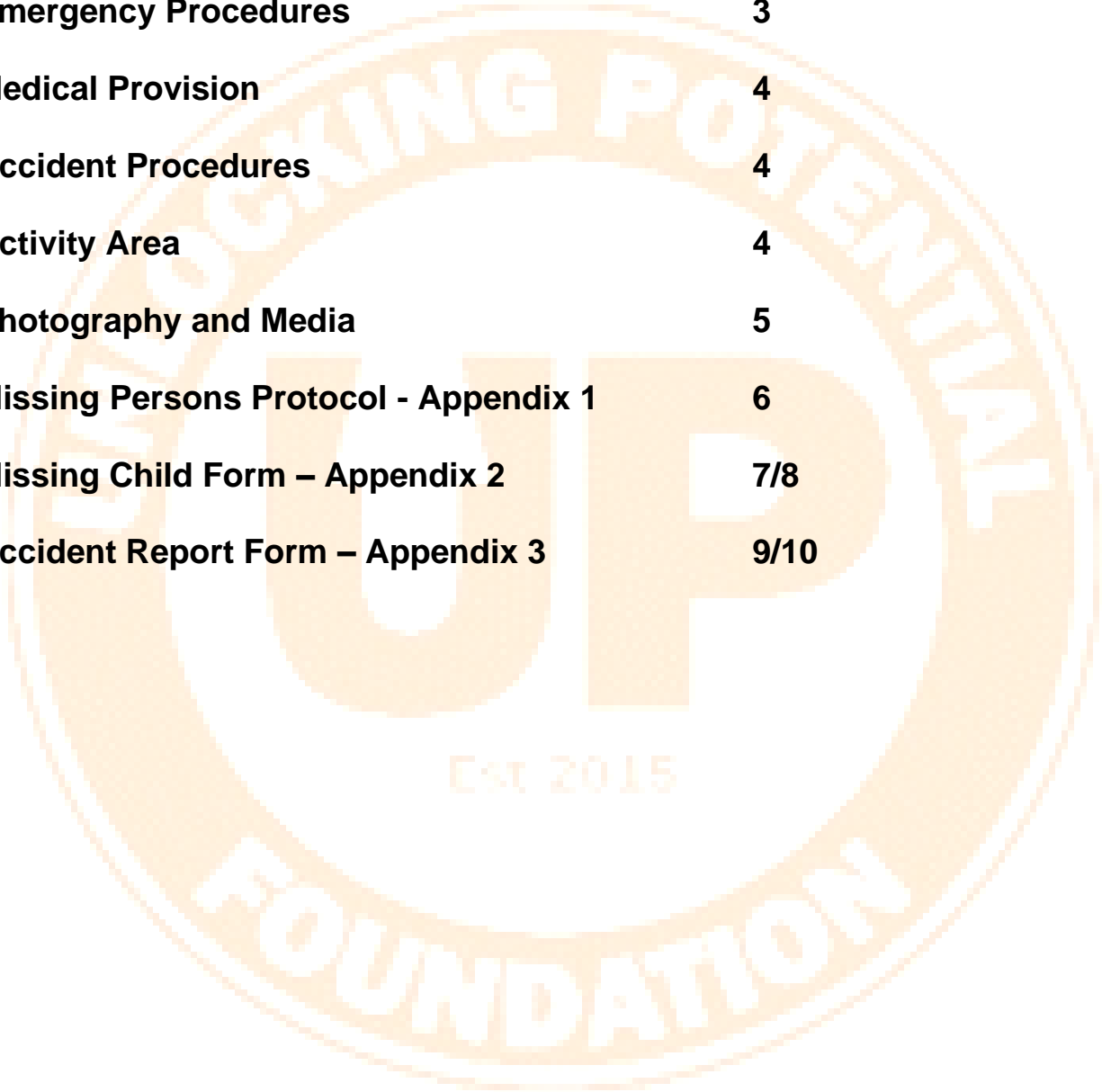


Activity Welfare Plan

Review Date: January 2023

<u>Contents</u>	<u>Page</u>
Introduction	3
COVID-19 Statement	3
Risk Assessments	3
Emergency Procedures	3
Medical Provision	4
Accident Procedures	4
Activity Area	4
Photography and Media	5
Missing Persons Protocol - Appendix 1	6
Missing Child Form – Appendix 2	7/8
Accident Report Form – Appendix 3	9/10



Introduction

The Unlocking Potential Foundation C.I.C (UP Foundation) is a Community Interest Company formed in 2015. They provide positive sporting and energy expending activities for young people and young adults, which help them to believe in themselves, learn new skills, move away from unhealthy and anti-social behaviours, and help progress their lives.

This Welfare Plan is designed to minimise the risks to the children* taking part in activities delivered by the UP Foundation, to maximise their enjoyment and well-being and should be read in conjunction with the UP Foundation Safeguarding Policy.

In order to achieve this, everyone who receives this Plan is required to read it carefully and to fulfil their respective responsibilities in order to ensure that all the procedures are followed in a consistent and co-ordinated manner.

It is recognised that partner organisations, involved in these activities, will already have comprehensive policies and procedures in place to cover the welfare and duty of care requirements. This Plan is intended to supplement, not replace or reproduce those policies.

*A child is defined as a person under the age of 18 (The Children Act 1989)

Covid-19 Statement

The government recognises the vital role sports and physical activity plays in ensuring physical and mental health. The return of group activities is an exciting moment for the millions of people who use this activity as their exercise of choice and gain the multiple physical, mental and social benefits of participating. This return must be made as safe as possible, which is why the government has produced guidance and why sport governing bodies and activity organisations will be preparing thorough plans of their own. It is recognised that risk in sport and physical activity cannot be completely eradicated, but with caution and care, risks can be reduced and the benefits of group activities enjoyed fully again.

The **UP Foundation** will carefully plan its return to activities with these guidelines in place.

Risk Assessments

Risk assessments covering all aspects of the activity will be in place, together with this Policy.

Risk Assessments will cover the following:

- Facilities Risk Assessment for each activity area (provided by the venue)
- Fire evacuation procedures (provided by the venue)
- Activities Risk Assessment (provided by the **UP Foundation** Activity Lead)

Emergency Procedures

In the event of fire alarm activation at any time during the activity, **immediate evacuation** is the mandatory response.

From the venue, everyone should make their way immediately to the nominated assembly point under the **direction of the Activity and Venue Staff**.

The Activity Lead will complete a roll call and inform the Venue, or person in charge, of anyone not accounted for. If known, the location of where this person was last seen will also be shared. (See Missing Person Form Appendix 2).

Medical Provision

It is usual that the venue staff, where in attendance, are first aid trained, as well as **UP Foundation Staff**. In the event of an injury or accident, an Accident Report Form will be completed (See Accident Report Form Appendix 3).

Do not administer drugs of any description to any child/vulnerable adult, even if a parent/carer says it is all right to do so. Any medicines or drugs required by a child/vulnerable adult during the sessions should be given by the parent/carer themselves if this is essential.

Accident Procedures

- A basic First Aid Kit must be available at all times and should be checked regularly and items replaced as required. This should be the responsibility of two nominated persons.
- Where an accident happens and it appears to require more than a plaster or clean water, make sure you seek professional medical assistance as soon as possible.
- All accidents, however minor, **MUST** be entered onto an Accident Report Form.
- In any situation where an accident has occurred as a result of equipment malfunction/inappropriate placing of equipment etc. all persons should move clear of the area affected and the offending item(s)/source isolated/disconnected **BUT ONLY IF IT IS SAFE TO DO SO.**

In case of emergency, please follow the points:

- If breathing has ceased commence Expired Air Resuscitation immediately.
- Send/get someone to contact the Emergency Services immediately.
- Do not attempt to move a casualty unless they are in immediate or severe danger as this may cause permanent damage.
- Even if the person has apparently recovered, make every effort to ensure they are taken home safely and that they visit their doctor, or are taken to the casualty department of the hospital.

In case of fire

- Make sure you know where all the emergency exit points are, fire assembly points and location of fire extinguishers.
- In addition, always keep a register of persons in the building so that a check can be made in case of evacuation (See Emergency Procedures).

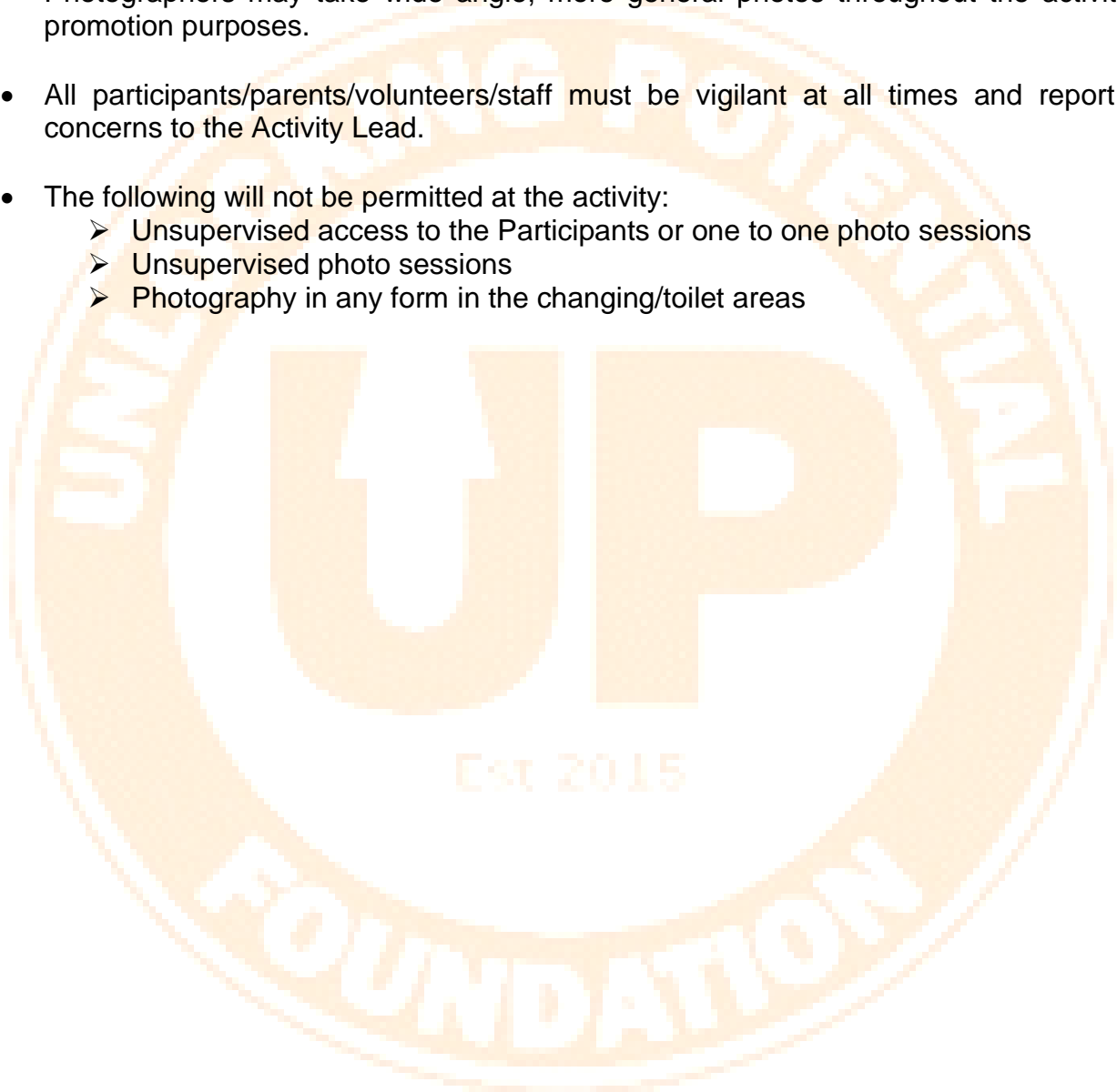
Activity Area

The activity environment must be kept safe and free from dangers as far as possible.

- Floor surfaces - keep clean and clear of obstacles.
- Equipment - must be properly maintained and properly stored.
- Electricity - someone qualified should carry out any repairs. Regularly check cables and connections and NEVER let cables trail across the floor. They **MUST** be covered and secured at all times. Circuit breakers must be used when using lighting and sound equipment.

Photography and Media

- Parents will be given the opportunity to sign a form giving or declining permission for their child to be photographed. This is usually done on membership or at the first session. If there are any individuals whose photograph is **not to be taken** then this should be brought to the attention of anyone in the vicinity of that child, who is taking any form of photography (on cameras, videos, mobile phones, tablets etc.).
- Photographers may take wide angle, more general photos throughout the activity for promotion purposes.
- All participants/parents/volunteers/staff must be vigilant at all times and report any concerns to the Activity Lead.
- The following will not be permitted at the activity:
 - Unsupervised access to the Participants or one to one photo sessions
 - Unsupervised photo sessions
 - Photography in any form in the changing/toilet areas

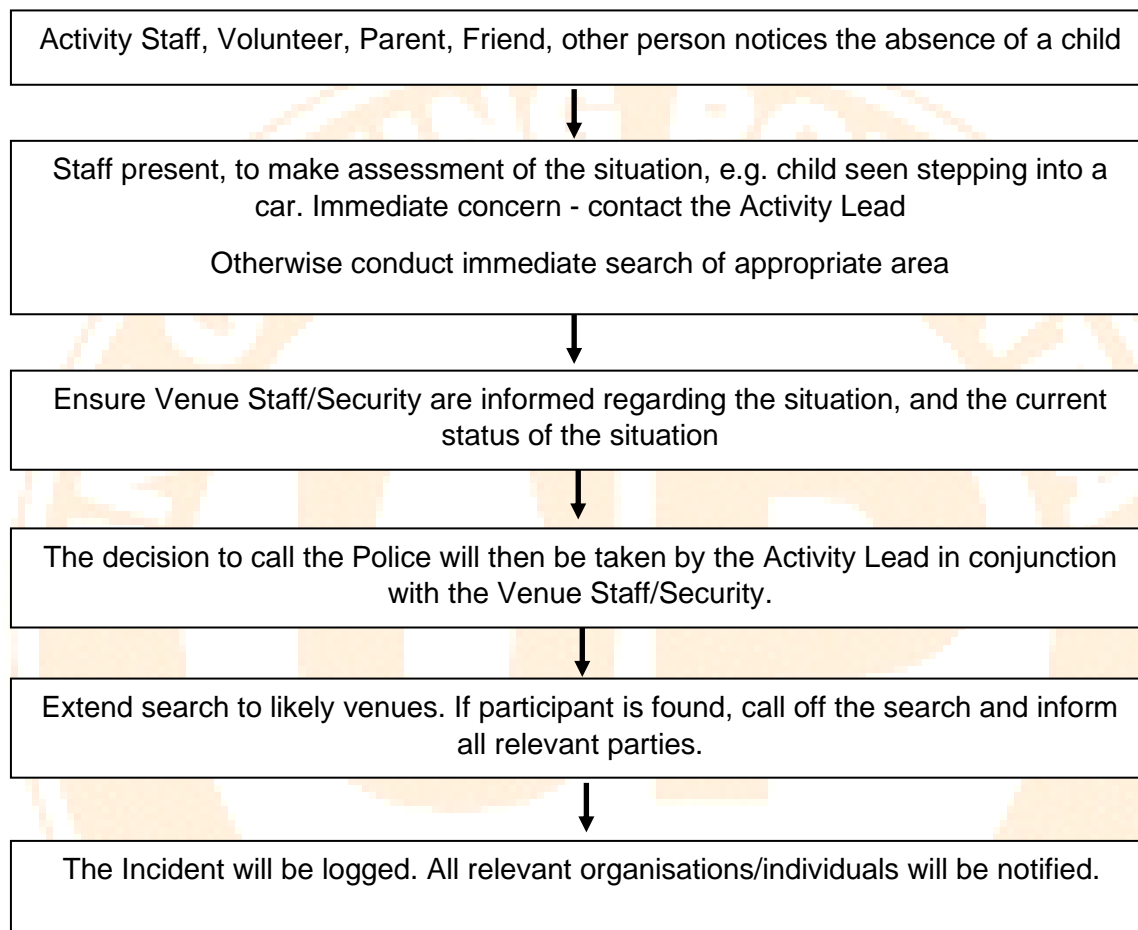


Appendix 1

Missing Young Person Protocol

If a participant is suspected of being missing, the flow chart below must be followed.

Please note: The first three steps of this process should take no longer than 20 minutes.



Appendix 2

Missing Young Person Reporting Form

PLEASE READ CAREFULLY. Data Protection Act 1998. The details you provide on this form will only be used in connection with the UP Foundation

Please complete in block capitals

Name of Child:
Date of Birth:
Address:
Emergency contact details:
Your name, position and contact details (address and phone number):
Description of the young person – clothes, hair colour, glasses etc. Plus any relevant information on disability/impairment or specific medical needs:
Who first noticed that the young person was missing?
Where was the young person last seen? Location: Time:
Did you notice anything suspicious or see any unauthorised persons in the vicinity?

Which areas/venues were searched and for how long:
List of names of individuals involved in the search:
The location security that were contacted at (time):
If police were contacted Name and telephone number of persons contacting the Police:
How long had the young person been missing at this point?
Outcome
The young person was found at: Time: Location:
Name and telephone number of the person who found the missing young person:
The Police were notified of the young person's return at (time):
Please state if this issue is now a Police investigation:
This form must be given to the Activity Lead and then onto the UP Foundation Safeguarding Officer

Appendix 3

Accident Report Form

In the event of an accident, the following procedure should be followed:

- Fill in 2 copies of the Accident Report Form for **ALL** accidents.
- Make contact with parents/guardians, as appropriate.
- Forward 1 copy to UP Foundation Safeguarding Officer for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action.

Coach/Activity Lead in attendance	Name: Mobile No: Email Address:
Injured Child/Person	Name: Address: Date of Birth: Gender:

Accident information (To be recorded and shared with relevant staff and parents/carers)	
Date of accident:	Time of accident:
Date reported:	Time reported:
Accident reported by who:	Location of accident:
Details of injury:	
Nature and how accident happened:	

<p>Did anyone witness the accident</p>	<p>YES NO If yes state witness name/s and details below:</p>
<p>First Aid involved</p>	<p>Provide details:</p>
<p>Parents/carers notified</p>	<p>YES NO If yes by whom and when, details below:</p>
<p>Recommended action to be taken:</p>	
<p>Form completed by</p>	<p>Role with UP Foundation:</p> <p>Print Name:</p> <p>Signature:</p>