

AshBee Activities

Maintaining basic physical and emotional needs

AshBee Activities uses a simple checklist to map out the procedure when dealing with any difficult situation that adversely effect children. These situations can be when, for whatever reason, a child may fall into the category of neglect. Situations where this is likely can include, but not discount other situation like:

- Not eating or drinking for a prolonged period throughout the day
- Clothing not being adequate for the environment
- Accidents that compromise dignity such as soiling underpants
- Staff are unable to dedicate enough time or support or supervision

The clubs' staff are trained to spot situations where a child's basic and physical needs are compromised and follow the checklist below.

1. Staff member to ask child if they need assistance
2. Staff member to pass on their concerns to the manager
3. Manager with support is to ask the child if they need assistance
4. Manager with support is to directly ask the child about the situation
5. Manager is to ring parent/carer and arrange collection

During stages one to four an **Incident record** should be compiled and updated. If stage five reached the manager must complete a **Logging a concern** form as soon as possible after the event. The record should include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, you must use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given to the Club's CPO who will decide whether further action is required.