

UCET Work Method Statement or Standing Operating Procedure

MUST READ RAMS

For other instructions relevant to this activity, you must read the following:

- ED 1 RAMS Activities Outdoors with Children (or Indoors)
- ED 28 RAMS for Holiday Club Activities

1. The Activity: Method Statement

Activity being carried out: Behaviour Management of Children

How is the activity completed?

- Some visiting children have behaviour management needs. A variety of techniques may be required to resolve these behaviour needs
- School staff / parents / carers may also be involved
- In some cases, behavioural problems are known before the young person arrives (via the booking process)
- Behavioural issues are clarified and checked on the Hazard Exchange form (school visits) or through the booking process (holiday clubs)
- Known triggers are avoided during activities and when interacting with the group
- If an incident occurs, the young person involved is removed from the other children and other staff members as soon as possible
- Other children either continue with the activity, if possible, or take part in another activity away from the scene
- Distance should be kept between the young person and adults where possible to avoid injury
- The Critical Incident plan should be put into action if the child runs or it is suspected that a weapon of some sort might be deployed
- Ufton Staff will do a headcount of their group when departing one area and moving to another
- No child shall move around the site individually. They are asked to move around in at least pairs
- Children will be supervised by Ufton staff at all times when they are leading sessions. School staff are responsible during breaks, overnight and when leading their own activities

Reviewed annually unless procedure needs to change. Next Review due: Oct 2024

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Special Educational Needs

- Ufton Staff can make some activity changes as necessary for different activities. However, not all activities are suitable or adaptable for all needs
- Only if necessary and a child is not coping within our ratios, we will ask the school to intervene. If the child is attending a holiday club, a parent/carer will be asked to come and collect their child
- Where a child receives 1:1 support in school, we will permit one school staff member/parent/carer to attend to support their child providing that the adult has a current DBS certification. We are not able to provide 1:1 support but are happy to accommodate a child with specific needs

Child absconding or missing

Our critical incident plan will be implemented – refer to:

- Critical Incident Plan – 1. The Rainbow Plan – RED – Immediate Communications
- Critical Incident Plan – 2. The Rainbow Plan – ORANGE – Immediate Action

To minimise the risk of a child going missing, staff will carry out periodic head counts, particularly when transporting 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.
- Senior staff will inform all available staff who will be requested to turn their radio to channel 13.
- Each radio user to check in with the senior staff advising them of their location on site.
- Senior staff to co-ordinate a search of the site.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 30 minutes the police will be informed. The manager will then contact the child's parents or carers.
- The timing of when you do each of these steps will depend upon the situation. If there is a possibility the child has been abducted, the police should be called immediately.
- 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 Club.
- The manager will liaise with the police and the child's parent or carer.
- Following the event, the incident will be recorded on a Critical Incident Log and reported to Ufton's Designated Safeguarding Lead(s).

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Education RAMS 22 Behaviour Management of Children

What locations are approved for this activity?

This can occur anywhere on site

Who is involved in behaviour management?

Ufton Education team, visiting school staff, parents/carers, Police

What else are we expecting visiting schools, parents and carers to do in addition to RAMS 1?

Share information about the needs of their children and any behaviour which might affect the session with UCET staff; Visiting teachers to assist in managing the behaviour, move other children away, visiting schools to inform Ufton of the potential for incidents and to let the leaders know the nature of the problem and triggers where known; allow delegated staff to manage the incident; with holiday clubs, parents/carers to inform Ufton of behaviour needs during the online booking process; everyone to follow all safety instructions and briefings given

What else are we expecting Ufton Staff to do in addition to RAMS 1?

- Supervise their group at all times
- Give the children a clear briefing at the start
- Ensure the safety of their group whilst engaged on the activity
- Carry fully charged radios at all times
- To make note of the hazard exchange form and booking information
- To engage with visiting adults to find out about the children within the group
- To report all incidents to the Designated Safeguarding Lead(s)

Which parts of this activity are adults prohibited from doing?

Taking part in physical intervention unless trained

2. The Risk Assessment

Who is at Risk:

The following people may be at risk of injury either when taking part in this activity or being in the area:

Children engaged in the activity, Their leaders, Members of staff, Wedding guests, Anyone else who may visit the site whilst the activity is in progress.

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Significant Hazards (These are in addition to those on any of the MUST READ RAMS)	Control measures in Place	Risk Controls Applied				Overall risk and additional comments
		Likelihood	Injury Outcome	Business Risk	Environmental impact	
Injury to staff	<ul style="list-style-type: none"> In some cases, behavioural needs are known before the group arrive Behavioural needs are clarified and checked on the Hazard Exchange form The incident is removed from the other children and other staff members as soon as possible 	2	3	3	1	18
Injury to other students	<ul style="list-style-type: none"> Known triggers are avoided during activity and interacting with group The incident is removed from the other children and other staff members as soon as possible Other children either continue with the activity, if possible, or take part in another activity away from the scene 					
Children running away	<ul style="list-style-type: none"> Critical Incident plan should be put into action if the child runs or it is suspected that a weapon of some sort might be deployed Behavioural problems are shared on Hazard exchange form 	1	5	4	1	20 (Critical incident plan put into place)
Accusations of physical abuse and inappropriate contact with a child	<ul style="list-style-type: none"> Distance should be kept between the young person and adults where possible to avoid injury 	2	3	5	1	30
Damage to site	<ul style="list-style-type: none"> Young person tracked during incident by member of staff No tools left out or are accessible Any resource which could be used to create damage is removed from reach if possible 	1	1	2	3	6
Safety and welfare of others on site	<ul style="list-style-type: none"> The incident is removed from the other children and other staff members as soon as possible Other visiting groups have their own space; overlaps are unusual 	3	3	2	1	18

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Key

Likelihood	Injury Outcome	Business Risk	Environmental Impact
1 Remote – no historical occurrences here but has happened elsewhere	1 No treatment	1 No impact	1 No impact
2 Unlikely – Occurs here but extremely rare (not in last year)	2 On site first aid administered	2 Minor impact	2 Minor Impact
3 Possible – has occurred in the last year	3 Treatment by external medical professional and same day discharge	3 Moderate short term impact	3 Moderate short term impact
4 Foreseeable – occurs occasionally (once per term)	4 Admission to hospital	4 Serious medium term impact	4 Serious medium term impact
5 Regular – occurs regularly (weekly)	5 Death or life changing injury	5 Very serious long term impact	5 very serious long term impact
Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact. Any score above 25 must result in control measures being applied in the additional comments column			

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