

SHORT CHANGED - SAFETY GUIDANCE

As with all activities we run involving children and youth when you run a **SHORT CHANGED** holiday club it is essential that appropriate measures are taken to provide a safe environment in which we can promote emotional well being and protection from abuse. For further information on creating this environment, contact your Divisional Headquarters, check The Salvation Army Hub, or email safeguarding@salvationarmy.org.uk

Safe Mission

As you plan each session, identify potential causes of injury or ill health to either children or leaders and put steps in place to prevent this from happening or reduce their impact. You can access support, guidance and safe mission templates at The Salvation Army Hub or contact your Divisional Headquarters.

COVID Secure

Games and activities suggested in this resource can be adapted to work in a socially distanced setting as per restrictions that apply in your local area at the time of running **SHORT CHANGED**.

Before running any activity:

- Check the latest government guidance for your area

- Make sure risk assessments are completed and submitted

- Consider the space you have available and the number of participants taking part

- Choose activities so that only one child uses resources that can be cleaned before being used again or games that have limited touch points throughout

- Mark out social distancing spacing on the floor

- Clean surfaces and equipment regularly

- Ensure children wash their hands at regular intervals

- Use chairs and tables to help keep children distanced, spreading chairs when playing circle games

In order to comply with The Salvation Army's Safe and Sound procedures there is paperwork which you must complete, be aware of, or have access to should you need it. A consent form for parents/guardians is included in this resource. In addition your attention should be drawn to the following Safe & Sound appendices found at

https://ourhub.salvationarmy.org.uk/Safeguarding/Pages/Safe-and-Sound.aspx#InplviewHashfec4780-ebcc-49b0-b3da-a971541986dd=#InplviewHashd4f50c75-bc58-4514-a62c-7c9688eb282a=Paged%3DTRUE-PagedPrev%3DTRUE-p_SortBehavior%3D0-p_ID%3D218-PageFirstRow%3D61

To Complete

- Appendix 23 - Risk Assessment

- Appendix 28 - Session Log

Be Aware of

- Appendix 10 - Children's Team Leader and Children's Worker Role descriptions

In Case of Need

- Appendix 21 - Notice of Concern

- Appendix 24 - Notification of Accident

Ensure that your team are Safe & Sound trained and that a Safe & Sound poster is clearly displayed in the setting.

