



The philosophy and aims of MAKE Summer School

MAKE Summer School was first created in 2012 and continues to steadily grow each year. The children in attendance, who are referred to as 'Apprentices' throughout the week, are to be encouraged to engage with the practical tasks and develop their creative abilities.

The philosophy behind MAKE Summer School is that we offer children a variety of fun, creative and hands-on activities. These activities include practical making tasks as well as outdoor team games and it is expected that all staff will be proactive in ensuring that all Apprentices are involved, safe and having fun!

While we pride ourselves on teaching and developing our Apprentices' practical and problem solving skills, our main product is the increase in confidence and self-belief in our apprentices at the end of the courses, as well as instilling in them a real sense of achievement.

Aims:

- **To ensure a happy and safe environment for all Apprentices and Staff**
- **To help our Apprentices develop their confidence and self-belief**
- **To instil a real sense of pride in our Apprentices**
- **To teach and develop a range of practical making skills**
- **To ensure an inclusive environment where all Apprentices are encouraged to 'have a go'**

Quality & Safety

Each manager is a qualified and experienced teacher or instructor.

Risk assessments are carried out for all activities and are available on request.

Fire evacuation procedures will be made clear to the Apprentices on the first morning of MAKE Summer School.

The MAKE Summer School rules will be read to the Apprentices and placed in the workshops for reference.



Medication

All medical details are provided by parents in advance at the time of booking. Any medication taken to MAKE Summer School MUST be clearly labelled with the child's name.

Anaphylaxis (primarily nut allergy)

Any child who requires an epi pen, in case of emergency must bring this to camp in a clearly labelled box. When notified of the condition, MAKE Summer School will provide the parents in advance with an Anaphylaxis agreement. The parent must complete this and email it back to MAKE Summer School or bring it on the first day.

Please email manager@makesummerschool.co.uk for an electronic copy of our Anaphylaxis Agreement for you to sign and email back.

Medical Conditions

The manager must be informed of any medical conditions prior to the start of MAKE Summer School and the information must be provided on the booking form. All details are confidential. Attention will not be drawn to the medical condition, however where necessary details of the condition will be passed to MAKE Summer School staff for safety purposes.

Staff selection policy

All teaching staff must:

- Be interviewed.
- Provide professional and personal references.
- Have suitable experience of the role they are employed for,
- When working with Apprentices, be in the presence of a member of staff who is a member of the PVG scheme.

No person applying for the position available will be treated less favourably than any other person on the grounds of their race, colour, religion, language, culture, gender, appearance, disability, marital status, class, personality or lifestyle.

Insurance

All of our camps have public liability and employer's liability insurance cover.



Groups

The safety of every child at MAKE Summer School is of paramount importance to us.

- The ratio for apprentices is 1:5.
- Please see our bullying and behaviour policies

Lost property

Due to the nature of the activities, we recommend that your children do not wear their best or most expensive clothing for MAKE Summer School. We cannot guarantee the return of lost property, but we endeavour to return items that are clearly labelled with your child's full name. In most cases, lost property will be left at the venue for ease of collection.

Weather Conditions

When the weather is particularly warm the following precautions must be taken during the outdoor activity:

- If there is any possibility of sunburn or sunstroke please ensure that the children wear adequate protection i.e. hat and sun cream of the correct factor.
- Children must have enough to drink for the whole day. Drinking water will be available.
- When the weather is particularly cold or wet children will remain in the indoor areas.
- If it is particularly hot, the manager may take the decision to allow Apprentices and Staff to wear shorts for the indoor activities as long as it is deemed safe to do so (this may be dependent on the activity)

Child security

At the first drop off/sign in, parent/carers should be met by a member of MAKE Summer School staff and should make it clear if the Apprentice(s) will be collected by another adult.

Collecting adults must sign out their Apprentices, recording the time of departure so that we are aware that the child has left and who they have gone with.. This procedure is supervised by a member of MAKE Summer School staff.

If children are allowed to travel to and from MAKE Summer School by themselves written permission must be emailed to manager@makesummerschool.co.uk .



Child protection statement

We acknowledge that all children have a right to grow up in an environment that is not abusive. We are aware that child abuse occurs to children of both sexes, at all ages and in all cultures, religions, social classes and to children with and without disabilities.

We have a responsibility to our members and to the authorities to report suspected child abuse. Procedures will be followed sensitively but absolutely. Our loyalty in such circumstances remains with the child.

When any person has knowledge or suspicion that a child is either being abused, or is at risk of abuse, or that a carer has seriously neglected or failed to protect a child, he/she has a personal duty to report this to:

1. The Manager of MAKE Summer School (manager@makesummerschool.co.uk) or
2. The local Child Protection agency (LSCB): cf.socialcaredirect@edinburgh.gov.uk. Telephone: 0131 200 2327, Chesser House, 500 Gorgie Road, Edinburgh, EH11 3YJ or
3. Childline on 0800 1111

We will investigate and act quickly if there is any suspicion of discrimination towards any member.

Equal opportunities statement

We welcome children of all religious beliefs, faiths, cultures and abilities and believe that each child attending MAKE Summer School is of equal value. The activities that we run strive to provide equal opportunities for all the children whatever their race, religion, language, culture, gender, health, disability, personality or lifestyle - according to the framework laid down by the following acts:

- Sex Discrimination Act (SDA) 1975
- Race Relations Act (RRA) 1976
- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995
- Rehabilitation of Offenders Act 1974
- Equal Pay Act 1970 (amended 1983)

Education and understanding of other people's needs and backgrounds will be fostered to promote positive behaviour and attitudes. Discriminating behaviour, attitudes and comments will be challenged, regardless of whether they are from members, staff or parent/carers. We will regularly review our policy and amend it where necessary.

Special needs

We are realistic about the limitations of a practical workshop environment for children with special needs and attendance will be considered on an individual basis. If there is a need for a higher level of supervision than normally offered and we feel that a child would benefit from MAKE Summer School then either we can consider meeting the supervision requirement with an extra member of staff (with costs covered by the parents/carers) or we may welcome parents or carers to be in attendance. Please email manager@makesummerschool.co.uk to discuss any requirements further.



Sick child policy

Parents/carers are ultimately responsible for determining their child's ability to actively participate in MAKE Summer School. While we sympathise with the needs of each parent/carers and their child, we must provide a healthy environment for all children at MAKE Summer School. A sick child may require special, one-on-one attention and it is difficult for staff to take time away from well children to devote special attention to a sick child. If your child feels unwell during the day we shall contact the parents/carers using the emergency contact details provided. Parents/carers may need to collect their child early.

Concerns and complaints policy

If you have any concerns or complaints please contact the manager of MAKE Summer School (manager@makesummerschool.co.uk) who will endeavour to deal with your issue as soon as possible.

In Scotland, contact the Scottish Public Services Ombudsman at 4 Melville Street, Edinburgh, EH3 7NS

Uncollected/Lost child

There are a number of reasons why a child may remain uncollected at the end of the day, perhaps if a parent/carers is delayed or confused about who is collecting or about the time of collection. Should this occur then the following action will be taken:

- We will attempt to contact you using the child details information.
- At least two members of staff will remain with the child until collected.
- We will not allow the child to return home alone or with an unauthorised adult unless we have your permission.
- Upon collection we will politely ensure that the parent/carers understands the procedures.
- If after two hours no one arrives to collect the child and we have been unable to contact anyone by telephone, we will call the local social services department who will make arrangements for a social worker to collect the child.

Contacting parents or carers

Parents will be contacted under the following circumstances:

- Serious injury such as a broken or suspicion of broken bone.
- If the child is unable to participate due to serious illness or a toilet accident.
- If a child is seriously upset about being at MAKE Summer School
- Bang to head that may result in concussion.
- Any situation resulting in a hospital visit.
- Serious behaviour problem.
- If the child is found not to have brought food/drink.



Bullying

If a child feels that they are being bullied then they are encouraged to report this to any member of MAKE Summer School staff. Once a member of staff has been informed they will report the incident to the Manager immediately who should then discuss the matter with the child. If the Manager feels that there is a legitimate complaint they will then need to discuss the matter with the person being accused of bullying. It is worth bearing in mind that the bully may have problems of their own which are resulting in this behaviour and need to be dealt with sensitively and fairly. There may be reasons for their bullying but there are no excuses for such behaviour. If we are convinced that bullying has taken place then we will decide what action is appropriate. In a serious case we may need to consider the removal of the bully from MAKE Summer School.

Apprentice behaviour

"MAKE Summer School reserves the right to remove any Apprentice who is deemed ill-behaved and/or a liability to the safety of themselves and others. No refund will be given in this instance."

Expected behaviour from children

- Show respect for all children at MAKE Summer School treating them as they would wish to be treated.
- Swearing, abusive and hurtful language is not acceptable. Aggressive behaviour or violence cannot be tolerated.
- Show respect for all personal property and the facilities.
- Show respect for all staff. Listen to and follow instructions of the staff team.
- One child's behaviour will not be allowed to endanger the other children in the group by absorbing or distracting the supervising staff.
- MAKE Summer School reserves the right to remove any Apprentice who is deemed ill behaved and/or a liability to the safety of themselves and others. No refund will be given in this instance.

If an Apprentice is involved in three or more disciplinary incidents throughout the course of the event then the Manager may contact the parent/guardian to inform them and to remind them of the behaviour waiver agreed to at the booking stage. Parental support is requested at this stage to ensure that the Apprentice(s) adhere(s) to the MAKE Summer School rules and continue to enjoy the event.

Parent responsibilities

We would expect you to inform us both verbally and via the Booking Form of any potential behaviour issues that would help us deal with your child whilst on camp. You should be aware of the expected behaviour when your child attends MAKE Summer School. We would expect you to support action taken by staff to encourage good behaviour.



Staff responsibilities

- To treat all children fairly and recognise that each is an individual.
- To protect children's self-esteem and develop them.
- To provide a challenging, relevant, appropriate and fun week.
- To be clear about the rules and use sanctions consistently. No physical punishment will ever be used.
- To be a good role model.
- Not to use any form of physical intervention, e.g. holding, unless it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property.
- Any significant incident of unacceptable behaviour is recorded and the parent informed of the incident on the day.

Parents may be involved in a clear behaviour management procedure:

Initially the staff member will try to deal with the situation.

If unsuccessful: The Manager will try to deal with the situation, removing the child from the group but having a witness.

If unsuccessful: Parent/carer will be involved. If the parent/carer does not come to collect the child, a note will be given to them requesting that the parent/carer sees the manager in the morning.

If unsuccessful: The manager will consider suspending the child.



MAKE Summer School Rules

The philosophy behind MAKE Summer School is that we offer children a variety of fun, creative and hands-on activities. These activities include practical making tasks as well as outdoor team games and it is expected that all staff will be proactive in ensuring that all Apprentices are involved, safe and having fun!

In order to achieve this we ask that all Apprentices adhere to the following rules:

- 1. Safety is paramount and is the number one focus of MAKE Summer School. As such all Apprentices must work and play in a safe manner, showing good consideration of their own safety and that of all others;**
- 2. Apprentices must listen carefully to all instructions and do what is asked of them by the members of staff;**
- 3. Apprentices must act in a respectful way to all other Apprentices and members of staff and be mindful of the feelings of others;**
- 4. Apprentices must show respect to the facilities, tools and equipment;**
- 5. Apprentices must not interfere with other Apprentices, their possessions or their work;**
- 6. Apprentices must tidy up after themselves throughout the day and at the end of the activity, and should work as part of a team to help tidy the workshop;**
- 7. Litter must be put into the bins provided;**
- 8. Members of staff are to be informed of any damaged tools or equipment so that they can be repaired and deemed safe for use.**