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# Introduction

The child’s care and well-being is our organization’s top-most priority. We focus on the overall safety of our young learners and so maintain a set of strict guidelines and regulations while hiring an employee, intern, freelance or part time worker. Our staff is well trained in handling the needs of the young learners. As much as we believe in providing safety and protection to the children in the best possible way, we make efforts to inculcate this belief in everyone that is associated directly/ indirectly with these learners.

We encourage our employee/staff, our entire team and everybody else to always prioritize the safety of the young learners and keep it as the most crucial determinant for making decisions for them in cases of emergency or otherwise. Always choose the safer option when stuck between choices to ensure the child’s wellbeing.

It is the responsibility of the LC Manager/supervisor and the camp organizer/supervisor to ensure the implementation and practice of the safety guidelines in his center or camp premise. It is necessary to train every single worker, whether he/she is the permanent employee or a temporary staff, and engage them in the policies and measures before the beginning of any class, camp, workshop or any event for the children.

## Safety is in our hands and knowing all the possible risks and hazards associated with the child’s care can help us prepare well and take intelligent steps in times of need.

# What is safety and well-being of our young learners?

We do not believe in just taking the responsibility of these young gems and not putting our best. That is not us. Hence, we broadly define the safety and well-being of our young learners by including not just physical care but mental, emotional and psychological well-being too.

Our main objective is providing physical, mental and emotional safety for our young learners by making them comfortable by all means and ensuring that they are treated as delicately and carefully as their parents/guardians.

# Who’s responsible for safety and well-being of our young learners?

A lot of people feel that the safety and well-being of the young learners is not their domain. This mentality is absolutely wrong because everybody in his/her area is responsible to take the adequate measures to prevent any possible threats, accidents or risks as we have included and thoroughly explained in this document.

The document lists all the possible risks linked to the safety of kids and informs the readers of the necessary actions and measures they should take in cases of emergencies as well as everyday handling of these young learners.

* Everyone needs to know the risks of various facility equipment and objects and the necessary measures to tackle them
* Everybody is responsible for the well-being and protection of young learners in any area other than classrooms, camps, trips etc. where he may/may not be directly associated with them. He/she should seek any potential risks and should report it to the relevant authorities.
* Managers of camps, learning centers along with their staff and supervisors are obligated to employ the safety measures like emergency kits, evacuation plans, quick calling numbers, fire exits etc. and see that every task is under control before starting any child-related event.
* The camp organizers need to equip themselves with the proper safety kits and equipment and follow the protocols set legally while handling any risks/situations.
* Reporting the concerns/potential hazards/accidents regarding the safety of our young learners is an obligation for everyone. These include the irrational behavior or attitude of our staff/employee towards kids which should be immediately brought to the notice of the higher authorities/designations.
* It the moral duty of everyone to spend a few minutes reading and learning the necessary steps and actions that need to be put into effect for the safety of the young learners(Exhibit A).

# Planning ahead for preventing and minimizing safety and wellbeing risks

## Area 1 - What are the employees related safety risks and how to prevent them?

### Who should you apply employee related safety guidelines on?

The safety guidelines should apply for every person that is a part of the team and interacts with the young learners. It does not matter whether you are dealing with a full time employee of the company, a part time assistant, project-based consultant, freelance, intern or an employee of a linked organization (facility provider, joint organizer). The rules and regulations apply to all the workers who will be taking care of the young learners in class/camps, in an unbiased way.

The guidelines are equal for all by all means and there is no scope of differentiation. They need to be applied to all designations that are directly/indirectly reacting with the learners.

The main positions that need to be considered are – instructors, assistants, administrative staff, cleaning staff, maintenance staff, security staff, supervisors, monitoring staff and everybody else allotted in the camps.

### What are the possible team members (employees) related risks?

Employees are supposed to deal with young minds and hence a rigorous examination of their post as well as past record needs to be carried out. The employees related risks could include but is not limited to-

* The employee may have a bad temper or bad language.
* He may be irresponsible and reckless and not worthy of taking care of young learners.
* He may be a diverted personality and less focused towards children’s needs.
* He may lack a positive judgment.
* He may be unable to identify the risks associated with certain activities and tasks.
* He may possess a criminal record from the past.

### How to minimize and / or prevent these risks?

* **Your own employees**
  + Before employing
    - Criminal record and history background check- It is necessary that you look for the previous record before hiring any employee. A background check can ensure that the learners are in safe hands.
    - Reference check – Always take the ‘reference’ section on the application seriously. Make sure that you contact the person being referred and get a detailed analysis on the behavior and conduct of the employee.
    - Fill detailed forms about any previous incidents – The forms of an applicant should be thoroughly checked and examined for any previous incidents like bad conduct, irrational behavior etc. in the previous jobs.
    - Interview should include a part to discover if any of the above behaviors exist – The person applying should be scrutinized carefully while employing or taking interviews by giving him/her certain situations and incidents and asking for the solutions. The proposed solutions can clearly show the mental awareness and aptitude of an applicant.
    - Observe attitude during initial interviewing phase – Have a close eye while interviewing. A lot of aspects of an individual’s personality can be easily identified by the way he talks, listens and acts in both comfortable and stressful situations.
  + While training
    - Observe attitude (behavior monitoring) - The employees should not be left on their own after they have been employed by the camp supervisor. He/she should be closely monitored for his behavior and attitude while interacting with the young learners. Test his emotions and carefully assess them.
    - Situational test for any of the above behaviors – in order to get away from risks, try to put the employer in different situations (test-situations) which would easily show you how patient and careful he is when it comes to being a responsible care-taker.
    - Train on safety guidelines – it is absolutely crucial to conduct seminars and show presentations to the staff on a regular basis so that they are well trained, knowledgeable and fore-sighted towards all the potential hazards and risks.
    - Test (written and oral) about safety guidelines – A test can be conducted to carefully assess the situational behavior of a person. The question can include safety guidelines and measures. This will help you understand their basic sense and abilities to handle a situation.
    - First aid training – first aid practices are vital for any child-care unit and hence the employers must be aware of the first aid steps in cases of burns, convulsions, head and eye injuries, fractures, poisons, bites, stings, cuts.
    - Sign safety measurement agreement – Sign the appropriate agreements on safety measures with the employees to ensure that “no compromises” idea is followed for child care.
  + After training
    - Observe attitude (behavior monitoring) - Once the training steps are complete, keep a check on all the employees for their attitude and behavior towards the children while they work in your premises. They should be assessed and reviewed every four months to keep risks away.
    - Sign camp checklist safety measurements agreement – After training, sign the appropriate agreements on safety measures with the employees to ensure that the safety of the child is not compromised on any front.
* Other party employees with access to the camp / classroom

These workers could include maintenance people, nannies at schools, camp helpers, junior assistants to a staff, part-time workers and unqualified staff to offer voluntary help etc.

* + What preventive actions can you take
    - Do a thorough background check with the third party- It is good to have visitors from partner organizations and employees/staff who are willing to extend their service to various camps. This, however, also includes risks. So check with their previous company or staff and allow them to continue only if their information is authentic.
    - Do informal interview- Talk to them and conduct an informal meeting to know more about their experience, behavior, skills and conduct.
    - Observe closely – behavior monitoring – Camp employees whether permanent or temporary need to be monitored for their attitude and behavior at all stages of camp functions. This is a step to ensure that the young learners are handled in the best possible way.
    - Document with an email that the individual is an employee of the third party and the scope of assistance he is providing to the camp / classroom – Don’t entertain people without an authentic document or email recommendation. These should verify that he/she is a member of the third party and clearly state his objectives and skills.

## Area 2 - What are the risks associated with a facility and how to prevent / minimize them?

* Playground – pool area
  + Risks associated are:
* The height of the playground equipment is a major risk.
* The rough flooring, swings, slides and sharp objects are problem creators.
* The poorly maintained equipment might not handle the weight of children.
  + How to prevent it / them
* The playground equipment must be maintained in good condition, properly polished and should be at an ideal height.
* The equipment must not possess any protrusions or sharp edges that might hurt the learners.
* The flooring of spaces (like softball area) should be smooth and regularly checked for flooring, repairing and maintaining options.
* The playground should be inspected for insects, spiders and other animals that might harm the children.
* Corridors
  + Risk(s)
* The kind of tiling or flooring poses a major risk.
* They may be open from one or many ends which can prove dangerous or even fatal for the kids.
  + How to prevent it / them
* The flooring of the corridors should not be intensely smooth and the tiling should be proper to avoid cases of falling while walking or running.
* The corridors should be closed at all ends and they should be regularly checked for cleanliness and other infrastructure related issues.
* Gates - Fences – access to and from the facility
  + Risk(s)
* The gates or fences may be steep and pointed.
* They may not serve the purpose of restricting the children in a given area.
* The gates may be weak and fences may have a less height that might make the naughty ones pass through/jump off them.
  + How to prevent it / them
* The gates and fences should be properly kept, painted and furnished in order to maintain their strength and purpose.
* They should be checked for sharp, rough or pointed extensions that might injure the young learners.
* The doors should have finger jam protectors and should possess child-safe locks. It is recommended to use sliding doors for safe and easy handling.
* The fences must be high enough to restrict the kids from running around or breaching the premises.
* Stairs – Higher floors
  + Risk(s)
* The stairs may pose the risk of causing serious hurt and injury because of their open structure.
* They may possess no support or may have a slippery tiling that carries the risk of falling/ slipping off the floors.
  + How to prevent it / them
* The stairs should be properly closed at all ends.
* The tiling should be proper and the floors should not be slippery.
* Avoid long stairways and stick to the ground in case of young learners, for escaping such incidents.
* Elevator
  + Risk
* The elevators may witness power cuts.
  + How to prevent it / them
* Make sure to teach the children the right way to use the elevator. Teach them the emergency procedure to get out and rehearse the process if possible to avoid panicky behavior.
* Always install an alarm button and teach the learners to press it in unpleasant situations or unexpected stoppage or power cuts.
* Install a camera to supervise over all the people/children using the elevator.
* Washrooms
  + Risk(s)
* The washrooms may not be well lit or airy and may have a slippery floor.
* They may be congested.
* They can harbor illicit and inappropriate activities like fights between the children, abuse etc.
  + How to prevent it / them
* The first prevention is done by installing cameras for supervision and careful monitoring of children to prevent everything ranging from fights to abuse. The toddlers can also be supervised during nappy change or cleaning.
* The interior of washroom should be proper, well aired and should have a good flooring.
* It should be constantly checked for hygiene, renovation in cases of leakage or broken elements.
* There should be one or two staff members to look through the space and provide help with the learner’s needs.
* Roof
  + Risk(s)
* The roofs and balconies may be open from one/all ends.
* They may have a short heighted, accessible height barrier that is easy to cross and jumped off.
* The roof may have pointed structures or objects or sharp tools or accumulated waste due to a low maintenance that may hurt kids.
  + How to prevent it / them
* The area of roof must be enclosed at all ends and have a barrier of adequate height that would ensure safety of children.
* The roof should be properly tiled, have non-porous flooring and well maintained by proper discarding of any damage-causing object.
* It should be easily accessible by the kids because they may serve as places of hiding for the trouble-makers.
* Access to dangerous areas (that include parking areas, construction areas, pool areas and other restricted areas)
  + Risk(s)
    - The children are at a huge risk of reaching these areas somehow and then getting lost in these areas since parking areas, construction areas are vast.
    - Another major risk of being in these areas is of getting locked. Since these areas not checked frequently, the child may be stuck, locked and lost for hours.
    - The problem areas like pool and construction areas may shelter intense risk of injuring the young ones with their sharp edges, open spaces and poor barrier systems which might cause serious injury or accidents.
  + How to prevent it / them
* The problem areas can no longer be that if careful monitoring is done.
* These areas should have adequately heighted barriers and enclosures to restrict the child’s entry.
* The children should be made aware of the potential accidents and be asked to abstain from reaching/going to these areas.
* The parking area should be large to allow proper management of vehicles and safe reversing. The parents or the staff should carefully walk the children through the car/bus parks.
* The Construction areas should be sealed completely.
* Pools should be properly fenced and immediately emptied to avoid accidental hurts or injuries.

## Area 3 - What are the risks associated with the classroom and how to prevent / minimize them?

* Electricity and electrical equipment
  + Risk(s)
* The electricity and equipment may not be well-insulated or covered.
* There may be hazardous machinery parts projecting out of them.
* They may be easily accessible to the learners and there may be risks of finger entrapment.
  + How to prevent it/them
* The wires should not be left in the open and should be well covered.
* The electrical equipment like geysers, coolers, fireplaces, stoves, microwaves and office equipment should be guarded properly.
* There should be proper ventilation in cases of unfueled gas heaters.
* Endure that the socket holes are of appropriate size so as to avoid the trapping of fingers.
* Heavy objects
  + Risk(s)
* They may cause serious injuries like fractures and hurt the young learners.
  + How to prevent it
* The heavy objects should never be kept at reachable heights.
* The children should be told to not play or tamper with these objects.
* Windows
  + Risk(s)
* The windows may have a wide opening.
* The glass panels may not comply with the standard code of safety.
* The height of windows may be less to allow easy passage.
  + How to prevent it/them
* The windows must always be present at a considerable height that would ensure safety if the children try to peep out.
* The windows must have slide panels that are easy to operate and child-proof.
* They should have a verandah or an adjoining balcony to ensure safety.
* Doors
  + Risk(s)
* The doors may have hard locks.
* They may pose the risk of hurting the young ones in rapid opening and closure.
* They may not have finger jam protectors or locks.
  + How to prevent it/them
* Provision of properly maintained and child-safe locks is a must.
* It is advisable to install standard glass-paneled or sliding doors to avoid the kids from getting hurt.
* There should be jam protectors and check for entrapment possibilities.
* Fans and moving parts
  + Risk(s)
* The fans and moving parts may have pointed edges or protrusions that may seriously harm/cuts/injuries the kids.
* They may be easily accessible to the kids.
  + How to prevent it/them
* The fans must be at a proper height and inaccessible to the kids.
* The moving parts of any machinery should be secured and kept away from the young learners.
* It is advisable to not use open table fans with gaps that might lead to finger cuts or other such injuries.
* Hazardous material and small parts
  + Risk(s)
* The hazardous materials like chemicals, pesticides, razors, knives and small parts like tacks, pins or staples can have detrimental effects.
* They may be kept at easy-to-reach places and small parts can be ingested.
* They may be present in kits provided to them.
  + How to prevent it/them
* Create special cabinets that are locked and sealed to contain such materials and parts.
* Ensure that the kits of young ones do not encompass very little parts that can be ingested.
* Make it a point to keep them away from the young learners at all times.
* Furniture
  + Risk(s)
* The furniture may be unsafe with projecting parts, sharp and sturdy edges.
* The furniture may contain lead (second hand furniture) and may have holes or openings that might trap the fingers or the upper body.
* They may not be cleaned and maintained poorly harboring dust and bacteria.
  + How to prevent it/them
* The furniture should be checked for sharp or edgy points and small parts that can come off and pose choking hazards.
* Regularly clean the furniture to avoid the effects of dust and pathogens.
* Look for the possibility of entrapments hazards like small holes or opening (fingers in openings between 5-12mm, limbs in gaps between 30-50mm and heads in gaps over 85mm can be dangerous) that might trap the fingers or the whole body of the child.
* Avoid buying second hand furniture to ensure protection from lead.

## Area 4 - What are the risks associated with kids interacting with other kids and how to prevent / minimize them?

* Learners’ aggressive behavior – the learners can sometimes be hard to manage and be short tempered and aggressive. They may be extremely stubborn and refuse to co-operate with the staff as well as other kids.
* Physical activities – Some learners may indulge in fights and sought to physically hurt other kids. They may show this pattern from the beginning. They may indulge in rigorous physical activities in classrooms and especially playgrounds.
* Extremely dominant or competitive behavior – Young learners may have uncommon behavior and personality like being intensely dominant, extremely competitive. They may physically or mentally damage the other kids in competitions and sport-related or project activities in order to succeed at any cost, exhibit their personality traits.
* Trouble makers and out of control learners – some learners may be the trouble makers and hard to control. They may try to escape the lessons, trips, activities and go to unrestricted areas and other hiding places like parking lots, washrooms, roof etc.

How to prevent those risks?

* Orientation to parents

The parents should be made to attend the orientation program that clearly states the policies and regulations of the camp. They should be called for meetings wherein the complete personality and history of the child is discussed.

* Orientation to kids

Although, the young learners have a staff or a looker always taking care, it is necessary that a kid orientation program be conducted for kids in order to teach them the basic safety measures and help them identify the potential risk zones and making them aware of rules like not going alone anywhere, cooperating with the team and other kids, not talking to strangers, maintain distance from equipment, pools and other facilities.

* Parents form to be filled

The form-filling process should be mandatory and it should be verified by all the possible means. The parents should be asked about the overall nature and habits of the young learners. Seek details of previous behaviors. This helps in better management of the problem inducers and the naughty kids.

* Monitoring behavior early on and taking quick actions

Sometimes, centers may fail to get information from parents and so keeping a close watch on the behavior of kids is necessary to know the exact mindset of the young learners. Some may be quiet, some aggressive, some may be shy others competitive and hence the staff/ employee in charge should monitor his conduct and take quick actions in case the kid faces any problem or causes it.

## Area 5 - Risks associated with custody and getting lost (drop-in / pick-up and chain of custody) and how to prevent them?

* The young learners may be unaware of the paths and may get lost inside the premises. They may enter the restricted areas and lose their way back.
* Some kids may be lost outside the premises while pick-up or drop-in process, around parking lots and main gate and may wander to unknown places.
* Children may get picked-up by a non-authorized person. They may talk to strangers and stride off with unknown people, getting lost or kidnapped.

How to prevent them

In order to prevent the above mentioned risks, the children and parents along with the staff should follow the safety guidelines of:

* + Drop-in – Drop-in process should be followed by the parents. They should not leave the kids in the parking lots. Walk them to the entrance area and leave your kids with a staff. If a staff is not available, don’t leave before making sure that the kids have reached their class safely.
  + Pick-up – The parents should be punctual and be present to pick-up their child from camps. It is advised that you do this regularly at the right time.
  + Late arrival –In this case, do not let the kid walk alone to the class. Seek a staff member who can accompany the child to the relevant class.
  + Late pick-up – In this case, do not ask anyone other than close relatives to do the work for you. Make sure to inform the center staff that you will be late and also mention the name and contact of the person who is supposed to pick-up your child.
  + Kids monitoring during movement inside the building by an employee/worker of the camp that accompanies the child’s visit to every place including Drop-in area to class, Class to washroom and return, Class to breaks and return and Class to pick-up areas.
  + Leaving the premises – The young learners should remain inside the premises and never leave the camp boundary. A strict supervision is necessary to check this risk.
  + Restricted areas – the children should be strictly prohibited to go to restricted areas like parking lots, construction sites and be regularly reminded of this. Make sure that a staff member always accompanies the children everywhere and this situation can be avoided.

# Area 6 – Risks associated with kits, material and tools

The young learners are faced with a lot of challenges in the classroom and they need to be taught the careful handling of kits, materials and tools. Failure to do so may cause injuries and undesirable accidents.

* Kits – The playing kits and educational kits provided to the children can sometimes serve more damage than knowledge. It should be seen that the kits do not have anything that is potentially injurious.

We provide robotics and engineering kits to the children and make sure that the contents are compliant with our safety guidelines and the children are free of potential risks/ accidents.

* Material – the material provided to the learners may be damaged, unhygienic or dangerous.
* Tools – The tools can cause serious injuries to the young learners with their sharp and pointed edges and hard surface.
* Equipment – the playground equipment can cause a serious damage to the body and include major factors like height of the equipment and surfacing of grounds like softball, basketball grounds etc. these can cause fractures and concussions. Swings, slides and climbing equipment can also prove to be dangerous.

How to prevent them?

* Take care that the kits provided are easy to handle by the young learners.
* The materials should not consist of very small parts or objects that might be ingested or inappropriately used by the young learners.
* The tools should be kept as far as possible from the reach of children and if provided, you should make sure that the young learners are able to use them properly and efficiently.
* The equipment should be checked for sharp edges and cut-outs. They should have a proper age-maintained height and the ground must be smooth and proper to ensure protection. The equipment should not consist of any steep parts that might cause choking hazards.

## Area 7 – learner own health problems and how to minimize its impact?

What are some possible learners existing health problems?

The learner’s existing health problems include allergies, infections, respiratory problems, chronic diseases like asthma, epilepsy, diabetes and some other diseases that are prevalent among children.

How to plan for it?

* Planning for an existing health problem requires that you know about the problem and associated measures beforehand; hence the first step is to be aware of the disease.
* Such children should be handled with care. Asthma and diabetic need to have regular supervisions and checkup.
* The proper medicines should be carried by the children and also should be kept with the staff in case of emergency situations.
* Take a proper summary of the child’s health problem from the family along with the details like the doctor’s name, contact number and address.
* Keep a trained professional at the service of the young learners always and ensure that he/she has the proper knowledge, skill and official recognition to administer the medication.
* In case of administration doubts by a staff, the parents and the doctor listed in the form must be contacted immediately.
* Ensure that the medication form is completely filled and is handy when the staff or the worker needs it.

## Area 8 - Food and beverages

What are food and beverage risks?

The risks associated with the foods and beverages include inappropriate nutritional content, age inappropriate food and allergies caused by egg, peanuts, milk etc. and illness associated with bad food practices and choking hazards.

We, at Engeneeius, do not supply food to the young learners but are concerned with the quality and hence recommend that the following steps should be taken to minimize the food and beverage related risks.

How to prevent it / minimize it?

* The children should be supervised well while they eat and ensure that the food is healthy and the quality is ideal for children intake.
* The food and drinks should meet the developmental needs of the children, being rich in nutrients and vitamins.
* The food should not consist of items like nuts, hard sweets, peanuts etc. that may cause choking.
* Educate the children to eat slowly and chew the food properly to prevent choking.
* In case of partial blockage, ask the child to try to cough and gorge it out. If that doesn’t work, make the child bend with head low and give sharp blows right in the middle of shoulder blades to force the food out.
* In case of complete blockage, give sharp blows midway across the shoulder blade and include lateral chest thrusts (squeeze the area below the armpits 4-5 times with both the hands) and check for any obstruction in the mouth.
* If you are unsure about the steps, call for an ambulance immediately.
* Allergies should be carefully recorded and the children having these should be monitored and prevented to take the food allergens like peanuts, tree nuts (brazil, cashew, hazelnuts and almonds), fish, shellfish, eggs, wheat, milk products, soy, seed and some fruits.
* Administer the proper medication or first aid with the consent of manager as well as the parents and if the issue is serious, call an ambulance.

## Area 9 - Natural disasters and other emergency situations?

Introduction

The environmental disasters can never be prevented but you can always keep yourselves prepared to minimize their impact. This is especially recommended for the young learners who have more chances of injuries and damages. Hence every employee and staff member needs to be thorough and well informed of the practices and steps to be followed in case of natural disasters like earthquakes and other emergency situations like fire. The best bait is to be prepared for all of them because this involves the safety of the young learners.

What are some natural disaster and other emergency situations?

The natural disasters may include earthquakes, floods, storms and other geographical hazards and threats. The emergency situations may comprise of bush fires, floods, crime accidents, attending to asthmatic or allergic children and other unexpected scenarios.

How to plan ahead?

Simple steps and practices can guarantee protection and safe evacuation of the learners at this time.

* Enumerate the potential threats and hazards and identify the emergency situations with your staff.
* Install smoke detectors, proper fire exit slits and fire extinguishers at appropriate place that are easily accessible and usable. Check these installations on a regular basis.
* Put up a list of all the important numbers like doctor, ambulance, police, fire department, parents numbers in every class (if possible) or at the main center board. Update the numbers regularly.
* Include emergency evacuation rehearsal in the consecutive weekend plans. This helps to reduce the panic and allows children to co-ordinate with the staff in the real situation.
* In case of burns, soothe the body part using a soaked towel (not direct water, relax the child and call for the doctor immediately.
* The emergency situations should be considered and planned ahead by training the staff to do the right thing in different cases.

## Area 10 – Field trips

Introduction

The after-class programs can include planning field trips and travelling to farms and other places. The parents need to get their children to the camp location and hence the parents or guardians of the children should be informed and a notice should be given to the learners. The guardians must be told everything specifying the place, time, objective and tenure of the field trip. The employee or staff that is accompanying the children should be well trained and knowledgeable. The children need to be handled with care and so extra staff should be taken in order to monitor the kids, especially the trouble makers. Make sure that you take the kids in an organized manner keeping a record of the number and name of children going. The caretakers need to take care of the food and beverage requirements of the learners while they are there.

Field trips are both fun and educational. Make sure that the young learners get adequate understanding of the trip and enjoy at the same time. Know the place beforehand and check for the safety measures and emergency kits.

## Area 11 - Digital threats

Introduction

The children in present age are exposed to all kinds of things, good and bad. The technology has made a lot of things easier and brought everything right in front of our screens. Technology has, in some aspects, reduced the burden from parents in exposing the kids to all the available knowledge of every field but in other aspects, it has increased the responsibility of the parents in ensuring the safety of their child. The digital age has, thus, helped as well as exposed our child to all kinds of fields making it a potential threat for the young learners.

What are some possible digital threats?

* Learner’s data safety- The children are beginners and therefore exposed to numerous digital threats. The children have no information about the cyber-attacks and hacks that can capture every bit of personal information. The learners are also exposed to risks of getting caught in the malicious sites and losing their assets by careless provision of personal data like bank account number, address and other details.
* Access to restricted sites - the risk of accessing restricted sites comes with the internet platform open to all kinds of things. The children can get influenced by the surroundings and get in the habit of frequently visiting the inappropriate sites. The risk here is great in terms of moral, social and mental well-being that is directly affected by such contents on the internet.

How to prevent / minimize it?

* The children should be allowed to access the internet but in a restricted manner.
* They should be properly guided about the threats of internet.
* The practice of putting/ lending personal information such as bank account number, personal details and other private data on the unsecured websites should be discouraged.
* The young learners must be shown the threats by using visual demonstrations through presentations and videos.
* The children need to be told that while there is a vast ocean of goodness on the web, there is also a drain full of bad and inappropriate sites.
* They should be taught control and good access and usage should be encouraged.
* The guardians must use the appropriate tools for blocking the websites that are not fit to be viewed by the children.
* The parents and guardians should also be included in the seminars of web awareness and precautions in regular cycles.

# Implementing the safety and wellbeing measures

Introduction

This section covers the different processes that must be in place during the operation of camp and it also refers to other processes in other areas of the manual

How to implement the above?

The various processes need to be identified first and then examined carefully. The implementation depends on the kind of situation/ risk/ potential threat.

Learning about the dangers or risks can get the authorities and everyone around our young learners aware of the situation and give the right decision-making power in taking measures against varied situations.

What process should be in place?

While taking the responsibility of setting a camp for young learners, the supervisor/organizer should lay out the basic processes of managing, controlling and proper organization of everything before/during the camp ranging from the staff or team to the children’s facility.

Who will implement what?

* The most natural and expected individual for ensuring safety of the learners is the respective staff member or employee who is present at the situation/ risk point.
* The manager of the camp is equally responsible for the implementation of every measure and the accessibility of kits, materials, proper tools to be used in cases of emergencies. He should make these available for the use of learners (if they are trained) or any other member of the team.
* In addition to this, the overall safety of a learner can be ensured by the constant support of parents of the child.

What happens if you are in doubt?

When in doubt, always call the camp organizer/supervisor and the parent/guardian and of the young learner.

Seek help from the professionals that are employed for the safety of the child in cases of acute illnesses like fever, asthma, infection, allergies or incidents like injuries, burnt parts, mishandling of instruments.

What to report? When? To whom?

* Contacting the parents or guardians is the first step when you have a doubt about implementation of any of the mentioned practices.
* They should directly bring the matter to the notice of the direct manager of the camp/class.
* Contacting the relevant authority like police/ambulance/doctor/ fire department is applicable.

Initial Safety Precautions in All functions

1. Team hiring process

* The team should be thoroughly interviewed and tested for behavioral problems through various situations and tests.
* The individuals having experience in taking care of the young learners should be preferred.
* The team should consist of varied professionals and staff having their own areas of expertize like doctors, nurse, manager, teacher, sports staff, maintenance staff and emergency/disaster handling experts.
* The members suffering from any illness or infection should be a part of the team.

1. Team training

* The members that are selected for the final team should be extensively examined and checked for attitude problems and behavior towards the young learners.
* The team should be trained using different forms of education with awareness-causing programs through PowerPoint presentations, real life tasks, regular practice and rehearsals involving emergencies, manuals, books etc. that focus on the child’s safe handling.
* The team members should be made responsible for the reporting of various accidents/threats and also reporting the other staff for violation of safety guidelines.

1. Kits development process
   1. In agreement – the kits provided to the young learners should be accessible and discussed with the entire team, signed by the staff and employees of the camp.
   2. In guidelines – the kits should be equipped with various things that follow the protocol of the authority and proper guidelines should be highlighted and crafted for the kits development.
   3. In review – the kits developed should be thoroughly and frequently reviewed for standardization and inclusion of all the necessary items.
   4. In receiving – they should be made available to the appropriate employee and the volunteers who can teach the proper usage to the learners.
   5. In testing – the kits should be tested by taking past references and should be modified before every visit/during the camp to ensure an excellent imparting of safety.
2. Facility approval – the facility should be free of potential risks and should be constructed in a way so as to ensure the well-being of the young learners as described in the manual.
3. Registration of young learners and parents agreements

* Proper registration process should be carried out wherein the parents of the young learners sign an agreement and hand the responsibility of the child to the camp organization.
* The process should consist of personally attending to the parents of the young learners and making them fill appropriate forms mentioning the habits, tendencies, behavior, serious illnesses, special care, choice of food etc.to make sure that the child is given all the facilities and appropriate care during the camp.

Before the camp / classes

1. Facility review process

* Before taking the child for camps or beginning the enrolment process, the facility should be thoroughly examined.
* Look for the protocols that need to be followed for playground, stairways, the doors, fencing, flooring, toilets, pools, corridors, roofs and other such facilities.
* The facility should consist of child-proof equipment and objects that are safe to handle or are not accessible to children if dangerous.

1. Classroom review process

* The classroom windows should be properly sealed and checked along with the fans, ceilings, doors, barriers and other tools and equipment.

1. Team review and orientation process

* The team chosen for the safety of young learners should be made to go through an orientation program that clearly defines the objectives, mission and working of the camp.
* The employees must be double-checked for problems or previous records like crime involvement, irrational approach or molestation cases. The entire team should be reviewed on a regular basis.

During the Camp Processes

1. Opening Procedures

* The opening day should be the day when the staff and children are allowed to interact in a comfortable manner to begin the camping in good note.
* The facility and building should be checked and cameras must be proper and working at all times.
* The young learners must be shown the basic areas of the facility like washrooms, parking, pools, playground and classes. The frequently used places should be clearly mapped.

1. Drop-in

* The drop-in time and place should be clearly mentioned and the parents must be informed.
* It should be encouraged that the parents/ guardians personally drop-in their kids to the classes as this guarantees their safety.
* The young learners must not be allowed to roam in the parking lots or playground without supervision.

1. Pick-up

* The parents should be informed of the timings of pick-up. Ensure that the child is in safe hands and no stranger can pick-up without prior information to the camp team through phone call/letter of the parent.
* The children must not be allowed to go to parking lots without a staff.

1. Late arrival

* Late arrival should not be entertained. Constant behavior and conduct should be informed to the relevant manager and the parent of the young learner.

1. Late pick-up

* Late pick-ups should be discouraged. The parents must be informed if the practice persists.
* No stranger should be allowed to take the young learner in order to ensure safety against undesirable incidents like kidnap, abuse etc.
* The parents should inform the center staff if a relative or any other individual is picking up the children through phone calls/personal letter.

1. Kids monitoring during movement inside the building

The children should always be under the care of a staff member and this includes supervising them and accompanying them to all places like drop-in area to class, class to washroom and return, class to break and return and class to pick-up areas, class to playground or other facilities.

1. Break-time processes

* The children must not be allowed to leave the premises of the camp for any task whatsoever.
* The children must be monitored by a staff while they eat and play.
* The break-time must be clearly defined and known to all the young learners. The other things that should be included are checking fights on the playground, monitoring for safe play, checking the food and quality etc.

1. Restricted areas

* The restricted areas must clearly be mentioned to the parents as well as the young learners.
* Such areas pose a high risk and hence, should be properly fenced and barriers should be in place. Child-safe locks should be installed and proper safety measures and kits be deployed in such areas.
* Encourage checking these areas before and after the class to ensure that no child is in need of help or hiding or passing these areas.

1. Kids orientations and agreement

* Craft seminars and conduct orientation programs for the kids.
* The parents and the children should be made acquainted with the life of the camps explaining the working, aims and advantages of the camp.
* The agreement should be duly signed by the parents/guardian before the child is enrolled in the camp.

# Dealing with different safety and wellbeing issues

## Threat or possible threat or risk identified

* Team related – the team may be unorganized, irresponsible, poorly trained and equipped and not suited for proper safety maintenance.
* Learners’ behavior – the young learners may be short-tempered, trouble makers; may have serious illnesses, allergies, infections, other behavior problems, bad language etc.
* Facility risks – the building may not be constructed in compliance with thee safety protocols, the pools, stairways, equipment, flooring, windows, class, toilets may pose risks.
* Classroom risks – the space may be inadequate for free movement, the windows and doors may not be properly sealed and poorly maintained, the locks may not be child-proof.
* Other emergency situations – the young learners may get stuck alone, visit parking lots, restricted sites, possible outbreak of fire, disasters etc.
* Intruders – the camps may have an improper security staff, easy access to intruders, possible interaction of intruders with the young learners.
* Non-authorized pick up – risks associated are the non- authorized pick-up of kids without the parent’s permission, the risk of crimes like kidnapping, molestation etc.
* Material, kits, tools – they may be sharp, heavily machined or consist of pins and staples.

## Issues

* Injuries- injuries can occur due to a number of factors and hence it is necessary to know the measures that must be taken in order to deal with injuries-mild/severe.
* Inform the parents or other registered family member immediately to ask them to pick up and take their child to a doctor immediately.
* Supervise the child and take care of his needs until the parents pick him/her up.
* Notify the center manager immediately who is obligated to further notify the parents of the child, the police chief and the other authorities like the Director General of Community.
* Ensure that the staff/employee has the parent’s or doctor’s consent before administering any medication to the child. Previous records should be examined.
* These injuries must be monitored and a record must be maintained in the injury register to avoid the causes or risks or occurrences in the future.
* Sickness – any child may get sick due to the prevailing conditions. Some may possess illness and diseases which should be recorded to ensure proper prevention measure implementation.
* The child should be checked for serious illness symptoms like rashes, headache, acute pain in the chest, stomach or back, problem-breathing owning to asthma, stiff neck, unconscious state and sever pain in other areas.
* The parent/guardian along with the center staff must be notified.
* The child should be taken to the center professional and be administered the proper medicines or treatment.
* Ensure that the illness is recorded in the camp register. This will help you/other staff to know the measures and medication, in future repetitions.
* Take all the precautions to make the child comfortable and clean him/her in cases involving vomiting.
* Ensure that the confidentiality of the child’s health, parent’s and all other health-related issues. These should not be revealed to any worker until and unless absolutely required.
* A child disappeared
* Notify the authorities including staff manager, Police and the parents of the child.
* Stay aware and question the other kids about the status of the disappeared child noting the time and place of his disappearance, if possible.
* Look in all the hard-to-reach and restricted areas, pools, parking and other hiding places.

# Monitoring over safety and wellbeing measures

Who is responsible to monitor that the preventive actions are in place and implemented?

It is the primary responsibility of the camp supervisor and manager and the entire camp team to ensure that the monitoring is being done in the best possible way. The team should see to it that all the preventive actions are known, thoroughly discussed and implemented at appropriate times. The issue of the safety and well-being of learners should not be overlooked and handled with utmost care.

The parents/guardians should also check that the children are in safe hands by learning the camp’s procedures and practices.

How to do that?

Monitoring can be done in many ways like installing video cameras and making a staff member available for the young learners all the time who accompanies them to all the areas.

How to document that?

* Primarily, the monitoring practices need to be analyzed, thought over and carefully documented to ensure that every staff member abides by these.
* Every worker needs to be included in such meetings that focus on good monitoring practices.
* There should be strict actions towards those who fail to take these guidelines seriously to ensure that this matter is handled responsibly.

Before the camp (with enough time to take corrective measures)

* Camp preparation checklist
* Emergency exits, kits and evacuation process needs to be in place.
* The opening and closing procedures should be well managed by the staff.
* The infrastructure should be compliant with the standard protocol.
* The forms, agreements and al documents should be completed and verified before the beginning of any class.
* Team checklist
* The team should be checked, reviewed and trained for every task.
* The team should have a doctor, qualified first aid provider, sports trainer and other relevant experts along with a skilled and trusted staff.
* The team should learn to maintain confidentiality in every aspect.
* Facility checklist
* The doors and barriers should have child-safe locks and proper glass panels.
* The flooring of the washroom, stairways, classes, roofs, playgrounds, corridors and verandahs should be properly maintained and non-porous and non-slippery.
* The materials, kits and tools should be kept in special cabinets.
* The poolside should be properly fenced maintaining the right height.
* The water hazards should be checked.
* The emergency kits and exit slits be in proper place and fully functional.
* The electrical equipment like heaters, coolers, stoves should be inaccessible and secured.
* Ensure smoke-free and noise free environment is present at all times.

# Other questions

* Shall the location manager take action if someone is injured? What action?

The local manager should do everything in his power to ensure that the child is handled properly.

The first and foremost thing to do is analyze the kind of injury. In both the cases, he needs to inform the parents/guardian of the child.

If the situation demands, he should call for an ambulance right away and take the child to the emergency room to safeguard the well-being of the child with the consent of the parents and his/her doctor.

Administration of medication should be done by qualified individuals and if the local manager or another employee is capable enough and certified, they should go ahead and give the treatment. Otherwise, keep the child under strict supervision and wait for the directions of the young learner’s parents.

* Minor injuries? Define?

A minor injury includes small cuts, burns(minor) or hurt caused due to less severe accidents like falling off the playground equipment, getting hurt while playing, falling off the stairs, getting injured due to sharp objects and other incidents that can be handled by the local, certified staff member using first aid or other local measures.

* Serious injury?

A serious injury is one wherein the health and well-being of the young learner is affected. These may include life-threatening or fatal situations. Serious burns, falling off from dangerous heights like roofs, verandahs, choking hazards, finger or body entrapments, electrocution, pool drowning etc.

* Behavioral problems?

Some employees may possess behavioral or attitude problems that may cause them to get angry very frequently, losing control, using foul language, hitting or physically hurting, molesting or abusing.

Young learners may have issues like being short-tempered, indulging in fights-verbal and physical, hitting other kids, competitive and dominating, having bad habits, not abiding by the rules and genuine trouble-making mindset.

* What are the general preventive measurements?
  + Insurance
* The center should have a public liability insurance policy,workers' compensation insurance policy, vehicle insurance that is in accordance with the Regulations and should be applicable to all the staff whether full time or part time worker.
* The workers/staff should have a copy of the rules and regulation, objectives and policies of the camp and should be aware of their duties and responsibilities.
* The staff should be informed of the other insurances like income protection insurance, disability and sickness insurance and litigation costs insurance.
  + Parents agreements
* The parents and guardian of the child should fill in the correct information in the forms and sign the appropriate documents and agreements that are a part of the registration process.
* The parents should carefully study the agreement and agree with all the terms and conditions regarding child’s care, activities, guidelines in case of pick-ups and drop offs, emergency situation and accidents and should guide their kids to follow the policies of the camp.
  + Video camera recordings
* Installation of video cameras is a must and they should be strictly followed.
* There should be a department that has the sole responsibility of monitoring the camera actions and taking care of the child in every space.
* The video recordings should be checked for behavioral or suspicious attitude of the staff/learners.
  + Emergency plan accessible
* The staff should be well aware of the emergencies and the preventive/evacuation measures.
* The employee should rehearse these measures with the infants and kids to avoid panic or fear in real circumstances.
* There should be a safe meeting space where the kids and the employees meet in case of emergencies.
* Have emergency kits that include contact numbers, torch, first aid kit and water.
* Keep proper counseling for the kids who have gone through such emergencies to promote healthy state of mind and make sure that at least one staff member is certified and has First Aid qualification.

# Exhibits

* Facility checklist
* The doors and barriers should have child-safe locks and proper glass panels.
* The flooring of the washroom, stairways, classes, roofs, playgrounds, corridors and verandahs should be properly maintained and non-porous and non-slippery.
* The materials, kits and tools should be kept in special cabinets.
* The poolside should be properly fenced maintaining the right height.
* The water hazards should be checked and covered.
* The emergency kits and exit slits be in proper place and fully functional.
* The electrical equipment like heaters, coolers, stoves should be inaccessible and secured.
* Ensure smoke-free and noise free environment is present at all times.
* The garden should be maintained; debris removed and properly trimmed grass and bushes.
* Sandpits should be cleaned of feces and other debris and the sand should be changed at frequent intervals and covered in absence of usage.
* The softball ground cover should be proper.
* The playground equipment, slides, swings should be cleaned and constantly checked for renovation. They should have a proper height.
* Safety and well-being responsibility matrix

|  |  |  |
| --- | --- | --- |
| Issue | Responsible | Notes |
| Infectious diseases  (child suffering from fever, cold, cough, seasonal infections) | The parents/guardian  The center staff | Call for the doctor immediately and inform the parents. |
| Choking Hazards  (by ingestion of small parts and objects that fall off the furniture, equipment, doors or chewing food very fast) | The immediate employee/staff  The camp manager | Employ lateral chest thrusts and shoulder blade kicking.  Call an ambulance in serious issues. |
| Emergencies  (in case of floods, crimes, fire and other disasters) | The camp manager  The parents/guardians  The staff | Rehearse the emergency evacuation techniques every month.  Ensure safety of the kids. |
| Child-related illness  (asthma, infections, epilepsy, diabetes, severe allergies and other chronic diseases) | The parents  The center staff | Inform the camp organizer and the parents.  Call the appropriate doctor or ambulance depending on severity. |

# Form for Area 4

## CHILD BEHAVIOR FORM

This form is to be completed by the children’s parents or guardians. The form should be completely filled and the information should be authentic and real.

This form can be used by the center staff, the center manager or other responsible person interacting with the child while providing care or a care related activity.

The behavioral information addressed in this form is confidential and is procured to facilitate assessment of the child and ensuring his/her well-being and safety.

**CHILD'S PERSONAL INFORMATION**

**Child's details:** Child's name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian:** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contacted:**

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes No

**Emergency Contact Person:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contacted:**

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes No

**Family doctor:** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contacted:**

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes No

**CHILD'S BAHAVIORAL DESCRIPTION**

**Does the child have behavioral problems (**stubborn, short-tempered, over competitive, trouble maker, dominant, non-co-operative, hard to handle etc.?**)**

**Enlist the problems associated with the child’s behavior** (if any)

**INCIDENT REPORT** (from previous camps, field trips or classrooms)

**How will you describe your child (attitude and behavior towards things)?**

**How do you plan to subdue the problems/how do you control the child in case he exhibits such behavioral problems:**

Has the child attended proper counseling session?

**Brief health summary of counseling session:**

Counselor’s name, address and phone number:

Emergency contact names and numbers for child:

**Any suggestions to the staff:**

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_ Center Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Center Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_