



Jumping Juniors Ltd.

Policies & Procedures

Jumping Juniors Ltd.
Health and Safety Policy
August 2024

Version	1	2	3	4
Date	20th Aug 2022	1st of Aug 2023	5th of Aug 2024	
Author	Erin Papper	Dan Papper	Dan Papper	
Authorised By	Daniel Papper	Erin Papper	Erin Papper	
Review Date	6th Sept 2022	5th of Aug 2024	5th of August 2025	

Introduction

This is the Health and Safety Policy for Jumping Juniors Ltd. Our general policy is, so far as is reasonably practical, that all steps will be taken to ensure the health, safety and welfare of all children, parents, employees, members of the public and contractors are followed when on site.

Management responsibilities

Person/s responsible for Health and Safety Policy are:

Daniel Papper, Director and Head Coach
Erin Papper, Director and Business Manager

We take responsibility for the following:

- To provide adequate control of the health and safety risks arising from our activities
- To provide and maintain safe facilities and equipment
- To consult with employees and parents to promote and develop measures to ensure high standards of health and safety are met
- To provide information, instruction and supervision to employees to ensure policies are understood and adhered to
- To ensure all employees are competent to carry out their role, and to give them adequate health and safety training
- To minimise the risk of accidents or ill health
- To be aware of current child welfare requirements and adhere to statutory requirements and guidelines
- To review and revise this policy as necessary at regular intervals in line with current health and safety legislation

Parent/guardian responsibilities

- Parents/guardians are responsible for their child/children under the age of 8.
- Support your child as instructed by our coaches.
- Children must wear closed shoes at all times during the session. Please do not allow your child to wear flip flops or any open shoes.
- We suggest at Jumping Juniors that all children wear comfortable clothes, for example, tracksuit bottoms, jumpers and t-shirts.
- Children must not use/wear a dummy at any time during the session.
- The equipment is for coaches and children who participate in Jumping Juniors. No other child can use the equipment unless they are registered to take part.
- No other child except the child who is booked onto the class can take part. This is due to our ratio, and the safety of other children. If you bring any other child with you (brothers or sisters of the child) we ask for them not to take part in the activity. We might from time to time allow them to start the class to help support nervous children, but this is at the discretion of the coach.
- Please take your child to use the toilet before class begins to avoid interruptions. We ask parents to support toilet runs during the session.
- Classes are a phone and camera free zone. Phones can be a distraction and a risk to child safety in class. If you wish to take a photo of the child you are with, please ask the coach.

- In the event of an accident, please ensure you speak to the coach. All accidents must be recorded in the Accident Book and signed by the child's parent/carer and coach
- All accidents will be recorded in our accident report book. The accident will be reported to RIDDOR if applicable.
- All staff have been DBS checked.
- Relevant sports coaches will be first aid trained and have the relevant sports coaching qualifications.
- All coaching staff will be trained by our internal training programme prior to starting.
- All areas that we use at Jumping Juniors have been risk assessed in line with the Health and Safety Act 2006.

Jumping Juniors Ltd.
Safeguarding Policy
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Safeguarding contacts

Designated Safeguarding Lead Daniel Papper hello@jumping-juniors.com	Lead Safeguarding, Director, Head Coach
Safeguarding Officer Erin Papper hello@jumping-juniors.com	Deputy Safeguarding Officer , Director & Business Manager

This policy is reviewed and approved by the directors and Safeguarding Lead annually, or when legislation changes.

Jumping Juniors LTD believes that everyone we come into contact with, regardless of age, gender identity, disability, or ethnic origin has the right to be protected from all forms of harm, abuse and neglect.

1. Introduction

Jumping Juniors has a duty of care to ensure that we safeguard and promote the welfare of children and young people.

The legislation and guidance relevant to safeguarding and promoting the welfare of children and adults at risk includes the following: The Children and Social Work Act (2017), The Children Act 1989 and 2004, Working together to safeguard children (2015), No Secrets (2000), The Crime and Disorder Act (1998), The Health and Social Care Act (2008) and the Care Act (2014).

2. Scope of the policy

The policy is to be used by all members of staff working directly with children and young people. This also applies to any other staff member of the organisation who becomes involved in a child protection concern whilst working at Jumping Juniors LTD. Children, young people, and parents/guardians have access to this policy on our website.

The policy applies to anyone with whom we are in contact in the course of our work, who is a child or a young person. Where the policy or procedure refers to a 'child' or 'young person' we mean anyone who has not yet reached the age of 18 years, 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (Department of Health, No Secrets, 2000).

3. Legal framework

This policy statement has been drawn up on the basis of legislation, policy and guidance that seeks to protect vulnerable groups in England and Wales.

We believe that:

Children, young people and those at risk should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe whilst present at our organisation.

We recognise:

- The importance of welfare of children and young people whilst attending Jumping Juniors.
- All people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children and young adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs and/or other issues.
- Working in partnership with children, young people, their parents/guardians, and other agencies is essential in promoting their welfare.

We will seek to keep children, young people, and those at risk safe by:

1. Following all safeguarding procedures through Class for Kids, which is our main admin and resource platform.
2. Appointing a nominated Designated Safeguarding Lead (Daniel Papper), and one Safeguarding Officer.
3. Implementing and periodically updating safeguarding policies and procedures which reflect current best practice.
4. In accordance with legislation, statutory guidance and our own procedures; at the earliest opportunity we will bring any concerns and relevant information to the attention of the appropriate agencies.
5. Involve children, young people and their parents/guardians whenever able to do so.
6. Sharing information about child protection and safeguarding best practices with children, their families and staff.
7. Providing staff and volunteers with training in Safeguarding so they know what to do when signs of harm, abuse and exploitation are recognised.
8. Recruiting staff safely, ensuring all necessary checks are made.
9. Implementing a code of conduct for staff.

10. Using our procedures to manage an allegation against staff and volunteers appropriately. Ensuring any concern/allegation relating to staff or volunteers is thoroughly investigated and where necessary multi-agency guidance and procedures are implemented.
11. Ensuring that we have effective complaints and whistleblowing measures in place.
12. Ensuring that we provide a safe environment for all who attend Jumping Juniors by applying health and safety measures in accordance with the law and regulatory guidance.
13. Recognising the confidential nature of some of the information we might hold and storing information professionally and securely.
14. We request that no parent/guardian does not take photographs or videos at any Jumping Juniors class. We are unable to guarantee enforcing this rule due to the concentration it takes to run a class.

Jumping Juniors Ltd.

Privacy Policy

August 2024

Version	1	2	3	4
Date	20th Aug 2020	2nd Jan 2022	2nd Jan 2023	2nd of Jan 2024
Author	Erin Papper	Erin Papper	Erin Papper	Erin Papper
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Data/Privacy Policy

This policy outlines the way we process your personal data and to also make sure you are aware of how your data is used by Jumping Juniors.

How we collect your information

We collect your personal data in a few different ways, which are outlined below:

1. When you make a booking through Class for Kids via our website.
2. When you get in contact through our social media pages.
3. When you provide information through email to Jumping Juniors.
4. Through photos (for those who agreed to photo consent).

The types of information we collect about you and your child/children

- Contact information (names, e-mail addresses, phone numbers, postal address)
- Records of communications we have had from you
- Payment and financial information. This is stored and managed through Stripe, a third-party payments processing company.
- Information obtained through the booking form on Class for Kids, such as medical information, date of birth and photography consent.

How we may use your personal data

Any personal data we collect will be used for the purposes set out at the time of collection. The ways we use your personal data include:

- Administration of your class/booking
- Taking payments for the booking
- Analytical purposes
- Advertisement purposes
- Communication of any additional Jumping Juniors activities which may be of interest to you

Your marketing preferences

You are in control with how we communicate with you and how, however we may need to contact you in an event where we need to fulfil our service, examples of these include:

- Contacting you that a class has needed to be cancelled
- E-mailing payment receipts
- E-mailing you a credit note
- Confirmation of payment
- Questions we may need to ask regarding information provided on the enrolment form, such as a question about a medical condition you have disclosed.

If you have any preferences on how you would like to be contacted, please email hello@jumping-juniors.com

Sharing your information with others

We do not sell or share your personal data with other organisations apart from Class for Kids and Stripe (our payment software). Our employees use the data for the purposes of administration and running the classes.

How long is your information kept

We will retain your personal data for as long as necessary for each purpose we use this for. We need to retain information provided at booking for a period of five years after your last interaction with us to fit in with accounting, tax reporting and record-keeping purposes.

Your rights

The GDPR provides the following rights for individuals:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

Please note that we may be entitled to refuse requests where exceptions apply.

Contacts and complaints

If you have queries about this privacy policy, please contact us:

E-mail: hello@jumping-juniors.com

Telephone: 01892 240397

If you are dissatisfied with how we are processing your personal data, you can contact Jumping Juniors to discuss this further or you can make a complaint to the Information Commissioner.