The Party Kingdom – Staff Safe Guarding Policy

It is extremely important that the below policy is followed at all times. Failure to follow this policy, may result in you being asked to leave your role with immediate affect at The Party Kingdom.

The shift safeguarding lead will be indicated in all staff rooms.

It is imperative that you ensure you are not put in any situation where you are left alone with a child or young person. If a child needs to go to the toilet, their parent or carer must attend with them, under no circumstances should you enter the toilet with a child, young person or any other person.

Phones must be kept on silent and in your bag in the staff room. The Party Kingdom are not responsible for your personal belongings and will not be held responsible for any loss or damages. PHONES MUST NOT BE KEPT ON YOU WHILE YOU ARE WORKING IN THE EXPERIENCE. Smart watches must be on Airplane mode while you are working within the experience. No photos/videos are to be put on Social Media of the experience, or, of others working in the experience, without prior authorisation from Adele Wiseman.

Ensure your hands can be seen in any photos that customers may be taking of you – Elf Wave. This is to Safe Guard yourselves and to prevent any possible allegations. Do not cuddle or pick up any children that are visiting the experience.

Smoking and Vaping is NOT permitted on the premises. Costumes must not be worn at any time you smoke or vape. It is imperative you are NEVER seen smoking or Vaping.

Safe Guarding is everybody's responsibility, there are 4 main types of abuse Physical, Sexual, Emotional and Neglect. Please ensure you know and understand what to look for in all of these areas. If you are concerned that a member of staff or visitor is at risk, it is important to bring this to the attention of management immediately without delay. A report will be logged that you will be asked to sign and date it. This MUST be kept confidential and MUST not be spoken about to anyone, other then the member of management that you have reported to.

You MUST sign in when you start your shift, and sign out at the end of your shift. At the end of the working day, you must go to the staff room. We have multiple rooms we need to close down, we need to ensure all areas are clear and then locked down. You are not permitted to enter other parts of the experience without telling the person closing down. We need to know where everybody is and that everybody has gone home.

I have read and agree to follow the above policy. I understand that I need to report to management with any concerns.

Signed

Date

For those working or volunteering with children and families please ensure you are requesting the correct level of support.

- If you have an immediate safeguarding concern call 0345 603 7627 and ask for the priority line. This phone line is open Monday to Thursday 9am to 5:30pm, and Fridays 9am to 4:30pm.
- Out of hours or bank holidays, call the emergency duty team on 0345 606 1212.

If you are concerned about an Adult, follow the below link for help, advice and to report a concern.

https://www.essexsab.org.uk/professionals/reporting-concerns/