

## Surrey Docks Farm Youth Programme Document Overview

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## Surrey Docks Farm Youth Programme Terms and Conditions

1. New joiners must have a registration form completed in full by a parent or legal guardian prior to joining.
2. Farm staff communicate with parents/carers by email so it is important that inbox filters receive these messages.
3. Participants must wear sensible, weather appropriate clothing as sessions take place **exclusively outdoors** year-round. During the winter, we recommend thermal under layers, extra pairs of warm socks, long sleeved tops, a warm coat, waterproof layers and thick soled shoes or boots. In the summer months participants are advised to bring sun and heat protection as well as water in a bottle. In extreme cases, where weather warnings are issued, sessions may be cancelled.
4. Parents/carers will be asked to collect their children if they arrive in inappropriate clothing for the weather.
5. Parents/carers are requested to act courteously and respectfully to Farm staff and volunteers. The team has the right to work in a safe place and abuse will not be tolerated in any form.
6. Most equipment, resources and tools in our Youth Service are provided, maintained and serviced by the Farm. This includes soap and hand towels, heating, water, buildings, insurance, refreshments, accreditation fees, gardening gloves, staff training, first aid supplies and more. If you would like to contribute to the running of our Youth Service, please consider something from our [wish list](#) or [donate](#) to us online. Support from families, who are able to do so, is appreciated and valued and helps us to continue the work we do.
7. GDPR notice: Photos and videos of your child may be used on the Farm's website, social media, promotional materials, publications, press releases or other illustrations of our work. Photos, videos and audio content may be used by Surrey Docks Farm or by our funders (e.g. British Land) or partners (e.g. London Youth, AQA and London Wildlife Trust).

This might include us taking photographs at celebration events, general activities and during sessions.

In line with our child protection policy, we commit to:

- Gaining consent from parents/legal guardians of all under 18s who we may wish to photograph, take audio or video content of
  - Never revealing personal details of participants in photographed/filmed/audio recordings
  - Ensuring children whose parents or guardian do NOT give permission are not photographed, video or audio recorded
  - Storing photo/video/audio material securely in password-protected files, and ceasing to use them for new promotional purposes after five years (or immediately at the request of the young person, parent or guardian)
  - Not sharing the photo/video/audio content with third parties except our funders and delivery partners
  - During and after the program you are able to withdraw your consent at any time by emailing [manager@surreydocksfarm.org.uk](mailto:manager@surreydocksfarm.org.uk) or by writing to us at Surrey Docks Farm, Rotherhithe St, London SE16 5ET
  - When consent is withdrawn we will no longer use the photos/audio/video content for future purposes but may not be able to retract publications already in the public domain
  - Contact us if you have any questions or complaints
  - You are able to request copies of photos, video or audio content that we hold of your child.
8. If you wish to make a complaint please contact the Farm manager in the first instance at [manager@surreydocksfarm.org.uk](mailto:manager@surreydocksfarm.org.uk) who will follow up accordingly with you. The Farm's Complaints Procedure is available on our website [here](#).
9. Important information about staying safe and infection control on the Farm can be found [here](#).

## Surrey Docks Farm Youth Programme Behaviour Agreement

Surrey Docks Farm operates a robust Youth Programme with policies and procedures in place to ensure children and young people remain safe and aware of their rights and the rights of others whilst engaging in all of our youth activities.

We ask that all parents/guardians read through and discuss the following Code of Conduct with their child prior to joining our Youth Service.

### Code of Conduct

#### Basic principles

This code of behaviour for children and young people is intended to:

- Identify acceptable behaviour for children and young people
- Promote self-respect and self-control
- Raise children and young people's self-esteem and self-confidence
- Encourage individual responsibility for behaviour and outline the consequence of poor behaviour
- Encourage children and young people to recognise and respect the rights of others
- Encourage cooperation at all times and in all situations
- Promote the values of honesty, fairness and respect
- Anticipate and resolve any conflict that may arise
- Ensure that children and young people are aware of when sanctions will be put into place

Children and young people are expected to:

- Cooperate with each other
- Be friendly
- Listen to each other
- Be helpful
- Follow this code of behaviour and other rules
- Stick to the e-safety policy and agreement when using the internet, social networking sites, mobile phones and other digital devices
- Have good manners
- Join in
- Respect each other's differences
- Treat staff and volunteers with respect
- Report any worries or concerns to their Youth Workers or the Farm Manager

Children and young people shouldn't:

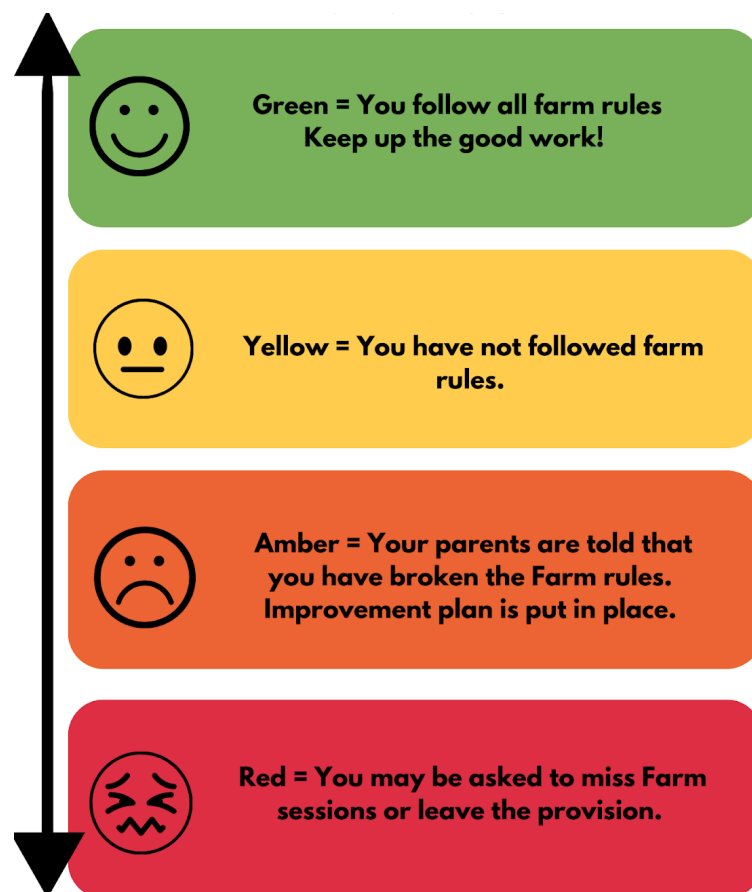
- Pick on or make fun of each other
- Bully each other
- Stare at others
- Shout at others
- Be abusive
- Use equipment to be abusive or to cyberbully. E.g. by using mobile phones to send nasty messages, taking and sharing photos without permission or "trolling" (leaving unkind comments on a webpage or social media profile)

These expectations are displayed at the Farm where youth clubs take place.

### **Breach of this code of conduct**

It is the responsibility of the Youth/Programme Manager to ensure that children and young people attending Surrey Docks Farm are informed of this code of conduct and to confirm with them that they have seen, understood and agreed to follow it. Children and young people must also be made aware of the consequences if they breach this code.

Breach of the code will result in **following the traffic light system** (see below)



Written by the Youth Committee 2023

### **Code of Conduct Agreement:**

- I agree to the code set out within our behaviour procedure
- I understand that the traffic light system doesn't have to be followed sequentially, as levels are based on the severity of the action and its impact
- I will be responsible for my behaviour when using the Farm and how I conduct myself
- I agree to follow the Farm rules, as written by our Youth Committees:
  - We are grateful
  - We respect everyone and everything
  - We are helpful and friendly
  - We make sure everyone is safe, including ourselves
- I understand that these rules are designed to keep me safe, and if they are not followed my parent/guardian may be contacted and my place on the programme may be in jeopardy as per the traffic light system above
- If I am experiencing problems I should speak with or email the staff member running the session in the first instance.
- I know I can contact Childline on 0800 11 11 if I have any worries

### **Declaration**

By taking part in any of the Farm's Youth Programmes the participating child and their parent/guardian agree to have discussed this code of conduct and agree to support the safe enjoyment of the Farm for all children and young people.

## Surrey Docks Farm Youth Programme Overview

The following pages provide specific information about our each of our youth programmes:

1. Piglets Club
2. Forest School
3. Holiday Club
4. Young Farmers Club
5. Greenagers

### Piglets Club

**Age group:**

2 - 4 years old

**Timings:**

Thursdays 10am - 11.30am

**Frequency of sessions:**

Sessions take place one Thursday a month for a term. There is a maximum of one booking per family group per term. There are occasional holiday sessions outside of term time.

**Absences:**

Please email the session leader, Jo at [jo@surreydocksfarm.org.uk](mailto:jo@surreydocksfarm.org.uk)

**Booking terms and conditions:**

Each booking slot enables a place for one child aged 2-4 and their accompanying adult. We may be able to accommodate babies or younger children but need to make provision for this, so please let us know in advance.

In order to conform to health and safety procedures, only **one** adult is permitted to attend the session with their child. If you're bringing more than one child, that's ok as long as you can safely supervise them and have booked a slot for each child. But for space reasons we can only accommodate seven children and seven adults in the group. Any additional adults will be asked to leave the group.

Refunds or session swaps are not available, therefore, please check dates carefully before making a booking.

**Other information:**

Parents/carers are requested to act courteously and respectfully to Farm staff and volunteers. The team has the right to work in a safe place and abuse will not be tolerated in any form.

We will ask adults to complete a short feedback form at the end of the three sessions in order for us to refine and improve our offer.

The same children attend on a monthly basis for one term.

Parents/carers will receive information about staying safe on the Farm, please read through this carefully. This includes important information for those who are pregnant or breastfeeding.

This project is currently not grant funded, so there is a charge to take part.

## Forest School

**Age group:**

8 - 13 years old (usually home-educated)

**Timings and frequency of sessions:**

We deliver six-week programmes on Friday mornings 10 am - 12.30pm in term time that welcome up to eight children per session.

**Absences:**

We understand that absences occur and please ask you to email the Forest School Leader, Jo at [jo@surreydocksfarm.org.uk](mailto:jo@surreydocksfarm.org.uk)

**Staffing and Ratios:**

The sessions are led by Jo, a qualified Forest School Leader who holds an Outdoor Forest School with Paediatric First Aid certificate and enhanced DBS check. We welcome a group of eight children led by one staff member and supported by one-two volunteers. We aim to have a ratio of 1 adult to 3 children. Please note, we cannot offer 1:1 support due to the small staff team.

**Booking terms and conditions:**

As Forest School is a long term programme, the current Friday morning group is now full.



**How can my child get involved?**

If you would like to be kept informed of future groups, taster sessions or to join the waiting list, please complete the waiting list and enquiry form available online:

<https://www.surreydocksfarm.org.uk/forest-school/>.

Taster sessions will be advertised when there is enough demand, and your child will be invited to attend.

If you have highlighted any additional support needs or health conditions for your child, the Forest School Leader will get in touch to discuss needs and support.

If your child would like to continue following their taster session, they will be invited to join the appropriate group when a place becomes available.

This project is currently not grant funded, so there is a charge to take part.

## Holiday Club

**Age group:**

8 - 13

**Timings and frequency of sessions:**

10am - 4pm in the February, May and October half terms and the Easter and summer holidays. Dates are advertised on the Surrey Docks Farm [website](#).

**Staffing and Ratios:**

We welcome a group of ten children, led by a Youth Worker and supported by one volunteer.

**Absences / running late:**

If you cannot make a booked date, please email the Youth Manager. Clubs finish at 4pm and Holiday Club staff are contracted until 4.10pm. Children will need to be collected between 4pm and 4.10pm. If you are running late please call the Farm on 07309 730531.

**Booking terms and conditions:**

Registering, booking and payment in advance is essential via the Surrey Docks Farm website, Holiday Club page. On this page, you can download and read the Holiday Club FAQ's and DEFRA Visiting Farm Leaflet.

Please be aware, we are unable to issue refunds once booked.

There are a limited number of 'pay what you can' spaces per day. If you would like to book a space under this scheme, please get in touch via our [enquiry form](#), providing information about the amount you'd like to pay, the session you would like to book onto and the number of children you are booking. Spaces for 'our pay what you can' scheme are offered on a first come first served basis.

Children must bring their own snack and lunch for the day.

Children must wear appropriate clothing for the weather and that they don't mind getting dirty. Welly boots are essential and a waterproof coat should also be packed.

Due to insurance and safety reasons we cannot accept children under 8 years old.

Please complete the registration form in as much detail as possible so staff can fully support your child for the day. If you have highlighted any additional support needs or health conditions for your child, the Youth Worker will get in touch to discuss needs and support.

Independent travel: If your child will travel independently to and from the Farm, this must be specified on the registration form or email by a parent or legal guardian.

This project is currently not grant funded, so there is a charge to take part.

## Young Farmers

The Club timings are as follows:

- a. morning group: 10.00 - 12.30
- b. afternoon group: 14.00 - 16.30

Prompt arrival and collection is essential. We record late arrival and collection. In instances where a child has been dropped off late or collected late an email warning will be issued. If lateness exceeds three occasions, the child's place will be lost and reallocated to somebody on the waiting list.

Independent travel: If your child will travel independently to and from the Farm, this must be specified on the registration form or email by a parent or legal guardian

The Clubs run for **50 weeks of the year**, with a 2 week break at the end of each calendar year to coincide with the winter school holidays. The sessions run throughout every other school holiday.

We understand that absences may occur and ask you to inform the staff via email in advance. A minimum 75% attendance is required. This is equivalent to having 12 approved weeks of absence out of the 50 weeks that the Club runs. We understand that absences occur, however it is important that each member makes full use of their space as we have many people waiting for spaces on our waiting lists. We require a minimum 75% attendance which is equivalent to 12 approved weeks of absence out of the 50 weeks that the Club runs. It is the responsibility of parents to ensure that absences do not exceed 12 weeks as this will result in notification that your child's place has been withdrawn and reallocated to somebody on our waiting list.

We encourage you to take time to consider the minimum attendance criteria prior to accepting an offer for a place in the Club as it can be upsetting for children to lose their spaces. Attendance registers are monitored weekly by Farm staff and cannot be paused, unless prior arrangement has been reached with the Youth Manager in exceptional circumstances.

The Farm has many more children waiting for spaces in the Club as there are spaces available and our absence policy is how we ensure we are fair to all young people.

Children who have their space withdrawn due to low attendance are encouraged to enrol on one of our Holiday Club sessions (check [www.surreydocksfarm.org.uk](http://www.surreydocksfarm.org.uk)) and to enjoy the Farm as a visitor for free.

Members are provided with a simple snack and drinks during the session, free of charge. If your child has any dietary requirements or allergies, please inform us via the registration form, or as soon as they become known. We ask that you do not give your children food or drink to bring to the Club as others in the group may have allergies.

This project is currently grant funded, so there is not a charge to take part.

## Greenagers

The Club timings are as follows:

- c. morning group: 10.00 - 12.30
- d. afternoon group: 14.00 - 16.30

Independent travel: If your child will travel independently to and from the Farm, this must be specified on the registration form or email by a parent or legal guardian

The Clubs run for **50 weeks of the year**, with a 2 week break at the end of each calendar year to coincide with the winter school holidays. The sessions run throughout every other school holiday.

We understand that absences occur, however it is important that each member makes full use of their space as we have many people waiting for spaces on our waiting lists. We require a minimum 75% attendance which is equivalent to 12 approved weeks of absence out of the 50 weeks that the Club runs. It is the responsibility of parents to ensure that absences do not exceed 12 weeks as this will result in notification that your child's place has been withdrawn and reallocated to somebody on our waiting list.

We encourage you to take time to consider the minimum attendance criteria prior to accepting an offer for a place in the Club as it can be upsetting for children to lose their spaces. Attendance registers are monitored weekly by Farm staff and cannot be paused, unless prior arrangement has been reached with the Youth Manager in exceptional circumstances.

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This project is currently grant funded, so there is not a charge to take part.

### **What are the Club attendance rules?**

It is the responsibility of parents to ensure that absences do not exceed 12 weeks as this will result in places being withdrawn and reallocated to those on our waiting list. We encourage parents to take time to consider these attendance criteria prior to accepting a place in the Club as it can be upsetting for children to lose their spaces.

Attendance registers are monitored by Farm staff throughout the year, and cannot be paused, unless prior arrangement has been reached with the Youth Manager in response to exceptional circumstances.

### **When do the sessions run?**

Your child will be enrolled into one session, either a Saturday or Sunday morning (10am – 12.30pm) or afternoon (2pm - 4.30pm). Sessions **continue throughout the year**, including during school holidays except for two weeks at the end of the calendar year when they close.

### **Do you provide food during the Club?**

We provided a simple snack at break time and drinks as often as required. Children are not to bring their own food as we work with children with severe allergies. If your child has specific dietary requirements, please inform us via the registration form, or as soon as they become known.

### **How will my child be kept safe at the Farm?**

Our youth staff and volunteers are DBS checked every three years. At recruitment, two personal references are also sought. Our Youth Manager is trained as a Designated Safeguarding Lead and there will always be a trained first aider working on site with the children.

When you register your child with us you will name individuals permitted to collect your child. If your child is to be collected by a different person, (relative, friend etc.), staff must be notified by writing in advance via email. We will not let a child leave the Farm with anyone who is not known to us, or authorised by the parent/carer.

At registration we will ask you of any medical issues you are aware of and will discuss necessary adjustments. We rely on being kept up to date with medical and support needs by parents/careers.

We have a minimum ratio of one staff member for 10 children aged 8 and over. Due to the nature of the Clubs we always endeavour to operate with a session leader and assistant with an adult to child ratio of 1:8 for KS2 and 1:10 for KS3.

The Farm's Safeguarding Policy is available in full on our [website](#) and parents/carers must familiarise themselves with the document at the end of the welcome pack which outlines the Farm's Safeguarding responsibilities.

Each activity young people take part in is thoroughly risk assessed, with updates and adjustments made yearly to these (or sooner if changes occur).

### **Is there a charge to take part?**

As a charity, the Farm is reliant upon grant funding in order to run activities for free. Should a charge be applicable for any sessions (trips, events or workshops) you will be made aware via email. Please inform us if paying the full price is not possible for you so that we can reach alternative arrangements and continue to offer an inclusive programme.

### **How do I contact my child during a Club session?**

Sessions are screen-free and we ask that your child leaves their devices and valuables at home. Should you need to contact your child during the session, please call the Farm on 07309 730531 and a message will be relayed to the session leader.

### **Can my child bring a friend or family member along to the Club sessions?**

Unfortunately, no. For insurance reasons only children who have been offered a place and completed the enrolment procedure can attend any of the clubs or associated activities, events, workshops, trips or visits. If a child you know wants to join the Club please advise their parent or guardian to visit the Farm [website](#) for up to date information.

### **My child is on the waiting list. How long can they expect to wait?**

Places on our weekly free Clubs are prioritised for children who are referred from other agencies working with vulnerable or disadvantaged children in Southwark. When we open waiting lists to the public, parents/carers need to provide evidence that their child satisfies entry requirements. The public waiting list is currently very lengthy (an average of 24 months). Children who are not eligible to join our free services are encouraged to join our Holiday Club sessions during school holidays (check details on our [website](#)) and to enjoy the Farm as a visitor for free.