



## **Policies & Procedures**

### ***Values***

"The best classroom and the richest cupboard is roofed only by the sky"

Margaret McMillan

At weeSTEMs we value learning in the outdoors as it allows natural learning experiences to take place. Learning becomes fun and memorable whilst newly learned concepts can be explored safely. Nearly everything that is provided inside can be provided outside - regardless of the time of year - and some of the best learning can only happen outside. It is the right of every child to play and throughout weeSTEMs sessions we will ensure children will get to enjoy both learning and playing outdoors. Children will explore Science, Technology, Engineering and Mathematics (STEM) concepts as well as develop their love for nature and the outdoors. We are committed to the safety of all families who attend our sessions and to deliver the highest standard of service. At the beginning of each session children will learn to carry out risk/benefit assessments.

### ***Aims***

weeSTEMs will:

- Provide suitable and engaging STEM learning activities for all children & families
- Develop learning skills of enquiry, hypothesis forming, experiment, feedback, reflection, review, communication, and problem solving
- Encourage children to become independent and co-operative learners
- Develop an awareness and love of their local natural environment
- Apply their knowledge through play and new situations

## ***Equipment & Safety***

- Risk/benefit assessment carried out together with children at the beginning of each session
- Any learning equipment provided by weeSTEMs will adhere to manufacturers usage guidelines (and checked prior to each session)
- weeSTEMs will ensure that the learning area is safe and highlight any areas for concern to both children and parents/guardians
- weeSTEMs will always be on hand to offer help and answer any questions anyone may have
- Participating in a weeSTEMs session is entirely at your own risk without any proven negligence, breach of duty of care or lack of due diligence by weeSTEMs

## ***Videos & photographs***

weeSTEMs love you recording special moments with your child/children and so you are very welcome to take as many photos & videos as you like during sessions. Please always be sensitive of taking pictures of others without their permission and do not post pictures publicly or onto social media without the consent of **everyone** in the photograph/video. If you are asked to stop, please do respect the rights of others. If consent is agreed then we would love you to tag us in any photos or videos of you and your family having fun.

## ***Clothing***

Children and families should wear appropriate clothing and footwear for being in the outdoors. weeSTEMs recommends long trousers and long-sleeved tops. Sturdy and comfortable shoes should be worn to each session. Weather-appropriate attire should be worn by all but ultimately it is the judgement of each parent/guardian to dress their child/children appropriately.

## ***Sun Protection***

It is the responsibility of parents/guardians to ensure their own children have sunscreen applied as well as wear appropriate clothing (eg hats and long sleeves). All children should have access to their own water source throughout each session.

## ***Toileting***

There are no toilets onsite so children should be encouraged to toilet before or after attending sessions.

## ***Seating***

There will be no seating provided however in most of the session locations there are picnic benches and tables.

## ***Payment Methods***

### ***Confirmation of place***

weeSTEMs sessions are booked in 6-week blocks. Payment can be made either by bank transfer, Paypal or cash (prior to the block starting). Your place will then be confirmed via email confirming dates and times of classes.

### ***Refunds***

You may cancel your place on a weeSTEMs block of sessions by emailing within 7 days of the course commencing. Please note there may be an administration charge of up to one session for any changes made.

You may offer your place to a friend as a gift provided you inform weeSTEMs.

Thank you for your understanding and co-operation.

## ***Cancellation***

weeSTEMs will generally run sessions in all weather, however should we need to cancel due to safety concerns, parents/guardians will be notified/contacted as soon as possible. Please check our Facebook page or Instagram page and make sure your phone number is kept up to date on our register so that we can alert you to any changes. A catch-up session will be offered so that children still get to engage in the learning opportunities.

If you need to miss a session (for example due to being on holiday) then a catch-up at one of our other sessions will be offered free of charge. Please contact weeSTEMs to confirm availability.

## ***Illness***

Parents/guardians are asked to keep children at home if they have a serious infection and to inform weeSTEMs as to the nature of the infection so that other parents/guardians can be alerted.

Please keep your child at home if they:

- Have a fever or have had one in the previous 24 hours
- Have had an upset stomach or diarrhoea in the previous 48 hours
- Have heavy nasal discharge
- Have discharging eyes

- Have symptoms of a possible communicable disease such as:
  - Measles
  - Chicken pox
  - German measles
  - Whooping cough
  - Impetigo
  - Scarlet fever
  - Hand, foot and mouth disease
  - Norovirus

We cannot offer a refund for a lesson missed due to illness, however you may offer your place to a friend for their child to attend the session or you can attend a catch-up session at another location once the child/children are well. You would need to inform weeSTEMs in this instance.

## ***Behaviour***

The human body has 8 senses:

1. Sight
2. Smell
3. Taste
4. Hearing
5. Touch
6. Vestibular System (balance)
7. Proprioception (our awareness of our body in space)
8. Interoception (internal needs (eg hunger, needing the toilet, and breathing))

In order to fully develop and learn about each of these senses children need to explore the world around them in order to see how they fit into it. They need to bang on things, squeeze through spaces, dangle upside down and run as fast as they can. All of these behaviours are completely natural and lend themselves extremely well to children developing all of their senses.

Saying that, working in groups can be difficult for some learners and so weeSTEMs will encourage children to:

- Practise and build up ideas, concepts and skills
- Learn how to control impulses and understand the need for rules
- Be alone, be alongside others or co-operate as they talk or rehearse their feelings
- Take risks and make mistakes
- Think creatively and imaginatively
- Communicate with others as they investigate or solve problems
- Express fears or relive anxious experiences in controlled and safe situations

Sometimes however, if a behaviour leads to (or may lead to) somebody (including the child) being injured then the parent/guardian will be requested to allow the child a little bit more

space in order to balance their emotions before coming back to the group. Harm caused by any child will not be tolerated and whilst weeSTEMs will work closely with the parent/guardian to suggest ways to work together it is ultimately the responsibility of the parent/guardian to remove the child from any situation in which it seems harm may be caused.

### ***Supervision & withdrawal of service***

All children must be supervised by their parent/guardian at all times and not left unattended. weeSTEMs is designed for families to learn together therefore parents/guardians are encouraged to participate with their child/children. weeSTEMs cannot be held responsible for a child at any time therefore any concerns should be shared with the leader at the beginning of the class.

Should a parent/guardian/child behave in a way that weeSTEMs feels is unreasonable then we reserve the right to withdraw the provision of sessions to the client.

### ***Injury***

All of weeSTEMs activities are designed with safety in mind and will be carried out cautiously and carefully. If an injury does occur there will be a First Aid box onsite which weeSTEMs and parents/guardians can access and utilise. In the event of an emergency 999 will be called and all other children will be guided to another safe area and kept calm (read to, sing songs etc). A log will be made of any injuries including date, severity and how the accident happened. Future sessions will be altered in order to avoid a similar injury occurring.

### ***Commitment to Equal Opportunities***

weeSTEMs is committed to ensuring that every session is tailored to suit the needs of all children who attend. We value every participant regardless of race, culture, language, gender, age, experience, religion, background, ability or disability.

### ***Data Protection***

weeSTEMs will only use your information to contact you regarding weeSTEMs session information. Your information will never be passed onto a third party. You may request to be unsubscribed from our communications at any time and without any obligations. Please see our separate GDPR Privacy Policy for more information.

### ***Protection of Property***

Please note that your property is your responsibility and weeSTEMs cannot accept any liability for the safeguarding of your items.