



Policies Index

Policy 1	Suitable Person
Policy 2	Staff Procedures
Policy 3	Volunteers
Policy 4	Organisation
Policy 5	Care, Learning and Play
Policy 6	Involving and Consulting Children
Policy 7	Physical Environment
Policy 8	Equipment
Policy 9	Health and Safety
Policy 10	Risk Assessment
Policy 11	Site Security
Policy 12	Fire Safety
Policy 13	Visits and Outings
Policy 14	Health, Illness and Emergency
Policy 15	Hygiene
Policy 16	Infectious and Communicable Diseases
Policy 17	Smoking, Alcohol and Drugs
Policy 18	Food and Drink
Policy 19	Equal Opportunities
Policy 20	Dealing with Racial Harassment
Policy 21	S E N D
Policy 22	Behaviour Management
Policy 23	Anti Bullying and Hate
Policy 24	Suspensions and Exclusions
Policy 25	Partnership with Parents and Carers
Policy 26	Uncollected Children

Policy 27	Missing Children
Policy 28	Complaints Procedures
Policy 29	Safeguarding
Policy 30	Early Help
Policy 31	Documentation and Information
Policy 32	Admissions and Fees
Policy 33	Arrivals and Departures
Policy 34	Mobile Phone & Internet Use
Policy 35	Safer Recruitment
Policy 36	Acceptable Use and Confidentiality
Policy 37	E-Safety
Policy 38	Staff Code of Conduct



POLICIES & PROCEDURES

SUITABLE PERSON

Camp 4-2-11 is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters.

- The Camp Manager will arrange an induction meeting for new staff members during the weekend prior to commencement of the scheme starting. The area manager will run this until the new manager is familiar
- The area Camp Manager will arrange a staff meeting at the start of each holiday session, at which all staff will be encouraged to discuss and contribute towards the development and quality of the activities provided.
- Staff are expected to conduct themselves at all times in a professional, helpful and considerate manner.
- Staff are expected to display both knowledge and understanding of multi-culture issues and be committed to treating children and individuals with equal concern and respect.
- Uniforms and identity passes must be worn at all times at the school and whilst on trips away from the school premises.
- Personal mobile phones should be switched off and cannot be used during working hours. If staff need to receive an emergency call the main club number should be used.
- The Camp Manager will ensure that 15-minute breaks are allocated to staff each morning and afternoon and a lunch break taken between the hours of 12pm and 2pm if requested.

The Camp 4-2-11 Owner will work with the camp staff, taking guidance where appropriate, to ensure that all employment legislation is abided by and reflected in written employment contracts.

In return our club expects honesty, loyalty and diligence from its staff.

Qualifications, Experience and Safety Checks

The Camp Manager and all staff working at the scheme will be suitably qualified, have relevant experience and have undergone Disclosure Barring Service (DBS) checks.



POLICIES & PROCEDURES

Camp 4-2-11 will not employ staff or volunteers who have been convicted of an offence or have been the subject of an order that disqualifies them from registration under regulations made under the Children's Act 2004.

Camp 4-2-11 also need to be informed if a potential employee has been investigated by the Police and if they have ever been invited to attend an interview.

It is the responsibility of any potential or existing staff member to disclose any evidence or information that may prohibit their employment with Camp 4-2-11 to the Camp Manager immediately.

Any person who has not received full DBS checks, but who is on the premises, (such as a member of staff awaiting registration clearance), will not be left alone with a child.

The Camp Manager will have at least two years' experience of working in a play setting and as a minimum, hold an NVQ Level Three qualification appropriate to the position held. A valid paediatric 12-hour first aid qualification must also be held and training in safeguarding

All other Camp 4-2-11 staff should undertake Play work and other related courses, which are requirements by Ofsted, within one year of taking up a position with the scheme.

Priority for allocating work will be as follows:

- Staff who have completed the requisite training
- Staff who have formally applied to undertake the training and are awaiting placements
- Staff who are un-trained

The Camp 4-2-11 operates a "No Smoking Policy" anywhere on our Club's premises or in the vicinity of children whilst on a trip.



POLICIES & PROCEDURES

N.B. A review and update to this policy has been carried out on 06.04.22



STAFF PROCEDURES

STAFF TRAINING

Our Club recognises that training and development is important for staff to keep up to date with practises on play and child development. Staff who are well trained and motivated are better able to meet the diverse needs of the children attending the play setting.

All staff will be provided with:

- An induction process
- A regular appraisal
- Information on Training Courses held which are relevant or obligatory for post held
- Financial assistance towards the cost of attending such courses if necessary.

An up-to-date record of qualifications gained will be kept to ensure that staff development needs are being met and that staff training meets the requirements of the National Standards.

The Play Manager is responsible for identifying and promoting suitable training courses for staff and to strongly encourage attendance. Staff are expected to complete training within one year of starting work with our club. In return we will do all we can to support staff who are working towards improving their qualifications. It may not be possible to continue to offer work to staff who have not completed their training within the time limit specified.

STAFF INDUCTION

All staff must attend an induction before every camp season if they are working at that camp.

New members of staff will be issued with a job description (refer to job description/application form, for information on staffing Criteria), an induction booklet and a copy of our Club's policies and procedures. Staff will also be assigned a mentor for the first holiday of employment, to help them settle in.

As part of the induction, the Manager will discuss and talk through the everyday practises of our Club. These will include:

- Showing new staff around, pointing out the fire exits, toilets and staff room



POLICIES & PROCEDURES

- Explaining staff shifts, breaks and all aspects of the day-to-day management and running of our Club.
- Introducing the new member of staff to colleagues, children and parents/carers where appropriate
- Pointing out the practical implications of our Club's policies and practises and how they meet the National Standards
- Explaining the procedure for end of holiday paperwork which needs to be filled out and it returned to the PM by the date stated on the forms. (refer to staff Induction booklet for more details)

STAFF APPRAISAL, PEER OBSERVATIONS AND SUPERVISION

The main objective of our Club's appraisal and supervision system is to review staffs' performance and potential, and to identify potential training needs.

Staff appraisal interviews will take place at least twice throughout the year, or more frequently if deemed necessary or requested by either the member of staff or the Play Manager, and will be used to identify current knowledge, skills and areas for future development, including training needs. There will be an opportunity for reflecting on progress made and raising new or outstanding issues.

A peer observation are deemed an important ingredient in training and development and by carrying them out, allows staff to benefit from each other's experiences and get immediate and objective experience. A percentage of these are carried out each holiday.

STAFF MEETINGS

There will be a staff meeting before each holiday session, during the setting-up day. These will be used for information sharing, problem solving and addressing any work-related issues. Daily meetings are held during the duration of the session to discuss the day's activities and matters of importance.

STAFF DISCIPLINARY PROCEDURES

Our Club will provide a fair and consistent method of dealing will disciplinary incidents. Our aim is to always support and encourage staff, while promoting good employment relations.

If a member of staff is subject to disciplinary action, fair and consistent procedures will be employed:

- The incident will be investigated and the facts established
- Investigations will be non-discriminatory and apply equally to all staff



POLICIES & PROCEDURES

- At every stage of the investigation the member of staff concerned will be advised of the nature of the complaint and given an explanation for any penalty imposed
- The member of staff will be given the opportunity to state their case and to be accompanied by a representative of their choice during any part of the disciplinary process
- Staff will not be dismissed for a first breach of discipline except where an act of gross misconduct has been committed
- Staff have a right to appeal against any disciplinary action taken against them

Investigations will be carried out, in the first instance by the Play Manager, and then, if necessary, by members of camp 4-2-11 Management Committee.

The Staff Disciplinary Procedure operates as follows:

INFORMAL DISCUSSION

Before taking formal disciplinary action every effort will be made to resolve the matter through informal discussions with the parties concerned. If this fails to bring about a satisfactory outcome disciplinary procedures will be formally implemented.

FORMAL VERBAL WARNING

Once a formal warning has been given the member of staff will be informed of their right to appeal. A brief note of the warning will be kept on the staff member's file but will be disregarded after six months subject to a satisfactory outcome.

WRITTEN WARNING

If, following the formal verbal warning there is insufficient improvement seen, or if a further incident occurs, a written warning will be issued. The written warning will state the reason for the warning and, that if there is no satisfactory resolution after the following period of employment, a final warning will be given. A copy of this warning will be kept on the member of staff's file but will be disregarded after twelve months subject to a satisfactory outcome.

FINAL WRITTEN WARNING

If a member of staff's conduct or performance remains consistently unsatisfactory, or if the misconduct is sufficiently serious, a final written warning will be issued making it clear that any further breach of standards or misconduct will result in dismissal. A copy of this warning will be kept on the member of staffs' file, but will be disregarded after twenty-four months, subject to a satisfactory outcome.

GROSS MISCONDUCT



POLICIES & PROCEDURES

If, after investigation, it is deemed that a member of staff has committed an act of the following nature, dismissal will be the normal outcome:

- Child Abuse
- Serious infringement of Health and Safety Rules
- Assaulting another person
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug abuse
- Gross negligence that either causes or might cause injury to damage to persons or property
- Theft, fraud or deliberate misrepresentation of our Club's documents
- Deliberate damage to our Club's property or premises
- Being an unfit person under the terms of Care Standards Act 2000 or the Children's Act 1989

When an allegation of gross misconduct is being investigated, the member of staff will be suspended, during which time any hours of contracted work will be paid. Any decision to dismiss will only be taken after a full investigation. If it is found that the member of staff has committed an act of gross misconduct dismissal without notice will prevail.

ALLEGATIONS AGAINST STAFF

All staff are advised to minimise time spent alone with children and to be aware of the potential risks in doing so.

If an allegation of abuse has been made against a member of staff, the Play Manager will follow the procedures of the Child Protection policy. If the allegation is made against the Play Manager, the matter will be reported to local Social Services and Ofsted by the Management Committee of our Club.

Any allegations against staff will be reported to the LADO as soon as possible to discuss next steps.

Staff wishing to appeal against a disciplinary decision, must do so in writing and within 15 working days. Appeals will be dealt with within 15 days by a member of the Management Committee not involved in the original disciplinary action.

ALLEGATIONS BY STAFF

Our Club is committed to the care and protection of its staff whilst in its employment.



POLICIES & PROCEDURES

All staff are advised not to place themselves in a susceptible position with another adult and wherever possible to ask another member of staff to accompany them should a private discussion be requested.

Should a member of staff make an allegation against a Camp 4-2-11 user, with regard to aggressive, violent or otherwise inappropriate behaviour the following procedures will be employed:

- The matter will be fully investigated, and the facts established.
- The Play Manager will make every effort to resolve the matter by informal discussions with the parties concerned.
- Where informal discussions are not deemed appropriate or fail to bring about a satisfactory outcome a written warning will be issued. This will state the reason for the warning and clarify that in the event of a further proven allegation, the facility to use our Club will be withdrawn.
- The Play Manager will re-locate the member of staff to a part of our Club where further contact with the user will be reduced.

N.B. A review and update to this policy has been carried out on 01/04/2022



VOLUNTEERS

Camp 4-2-11 believes that a placement for a volunteer is a valuable opportunity to build experience about working within a childcare setting whilst bringing a committed and enthusiastic contribution to the playsetting.

The needs of the children attending our Club are paramount and in order to minimise any disruption to its core activities only one volunteer can be admitted at any one time.

The Play Manager has responsibility in ensuring the volunteers' suitability and for supporting and supervising them whilst at our Club.

All volunteers must be 16 years old and older, submit two character referees and have an up to date DBS check before their placement is started.

Our Club and the volunteer will enter into a formal written agreement, in which hours of work, dress code, expected behaviour and job description are agreed. This must be read, understood and signed before beginning the placement.

Volunteers will be given the full induction process afforded to staff including a mentor who will have day-to-day responsibility for their needs.

If a volunteer needs to conduct a child study as part of a course parental permission must be gained.

Volunteers will participate in staff meetings and are encouraged to contribute ideas and share opinions and are expected to adopt a professional manner, working within the policies and procedures of our Club.

Volunteers are not counted in the staff:child ratio.

N.B. A review and update to this policy has been carried out on 06.04.2022



POLICIES & PROCEDURES

ORGANISATION

Camp 4-2-11 will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

The Camp 4-2-11 Office will provide the scheme with registration documentation, including ID forms, of all children currently registered with our Club and these will be held on the school premises. Daily registers and trip lists will be issued and kept on the Reception Desk. The numbers shown on the registers will be supplemented with a head count during both morning and afternoon sessions of “info time”.

Arrivals

Parents/carers must record their children’s attendance on the register, including the time of arrival.

If there is a requirement for the child to be given medicine during the day completion of the Administering Medicine Form is required. Further details of this procedure are contained in the Health, Illness and Emergency policy.

Departures

Only adults shown on the booking form are authorised to collect children. ID cards must be shown to staff members on collection and the number must correspond with that shown on the daily register. Weekly spot checks should take place, on booking form signatures, to ensure they correspond with those shown in the ID register (held at our Club). One off arrangements for collection must be agreed in writing between the Camp 4-2-11 Manager and the child’s parent/carer in advance. No child will be allowed to leave our Club unaccompanied without the written permission of their parent/carer. There is also a new password system.

Absences

Any absence should be reported directly to Camp 4-2-11 on the mobile number/contact number.

Settling In

Camp 4-2-11 encourages parents/carers to visit before their children start. This can be arranged through a telephone call to the Camp 4-2-11 Owner (Kate Hall) or Manager on duty. Children cannot be left whilst on a visit to the scheme.

Children new to our Club will be found a “Buddy” of a similar age to them who will introduce them to other children and help them settle in. A Play Worker will explain the rules and routines of the session and will show them around. The child will be shown where the fire exits are and the fire evacuation procedure explained. This will also be covered during info time each day.



POLICIES & PROCEDURES

Play Workers assigned to the new child's group will ask on a regular basis how they are feeling, what activities they enjoy and if they are unhappy about anything. If it is felt that a child is not settling well this will be discussed with the parent/carer at the earliest opportunity and likewise, if a parent/carer feels there is a problem this should be raised with the Play Manager.

Staff Ratios

The Camp 4-2-11 Manager will ensure the following procedures are followed:

- Staff are deployed effectively within the setting
- The staff:child ratio is adhered whilst on the school premises
- There is a named deputy who is able to take charge in their absence
- There will always be a minimum of two adults on the premises
- There are suitable contingency plans in place to cover unexpected staff absences

N.B. A review and update to this policy has been carried out on 06.04.22



CARE, LEARNING AND PLAY

The programme of activities and the atmosphere of our camp aims to encourage confidence, independence and enjoyment. Our aim is to enable children to develop their social, emotional, interpersonal and physical skills and their desire to explore, discover and be creative.

Camp 4-2-11 will provide a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves.

The programme of activities will be divided to recognise and take into account the differing ages, interests, backgrounds, religions and abilities of the children.

Children will be involved in the process of planning activities so that programmes reflect their opinions and children feel ownership of their club.

Staffing arrangements will provide opportunity for:

- Reflection on practice.
- Accepting that working with children is a complex, challenging and demanding task and that often there are no easy answers.
- Practising that learning is a shared process and that children, supported by a knowledgeable and trusted adult, learn more effectively when they are actively involved and interested.

Staff will provide flexible styles of leadership and respond appropriately to children, according to their age, understanding and needs. Staff will be in charge of 8 (or 6 when on a trip away from the Club) named children on a daily basis. This will give children a familiar point of contact throughout the day and will enable staff to feed back to parent/carers any issues that have arisen.

Camp 4-2-11 will provide a range of equipment and resources appropriate to the child's age and ability to cover a wide range of interests.

Children will be offered access to outdoor play every day, subject to weather conditions, and activities in the Sports Hall will be offered during the winter sessions, wherever possible.

No child will be left unsupervised during camp activities.

The programme of activities will be sent out to users when booking and displayed in the entrance area of the school premises.



POLICIES & PROCEDURES

The camp 4-2-11 Manager will ensure that time is managed properly, so as to allow the activity sessions to be evaluated. Activities will be evaluated by staff and children regularly so play experiences can be improved.

N.B. A review and update to this policy has been carried out on 01.04.22



INVOLVING AND CONSULTING CHILDREN

Camp 4-2-11 believes that actively involving and consulting children in the decision-making process is beneficial to children, staff and our camp.

For Children:

- Involvement and consultation help develop new skills such as negotiating, sharing and understanding the view of others. A recognition that their opinions are important and a feeling of ownership towards the decisions reached

For Staff and our Camp:

- To develop a relationship with the children based on partnership

All children will be listened to and consulted actively. This will include:

- Listening to what they say and other forms of communication.
- Observing body language and behaviour.
- Drama and role play.
- Through play and creative expression.
- Via group and Camp meetings discussing activities and other relevant topics.
- Children's questionnaires and feedback on activities through staff/children evaluations.
- Notice Boards.

Consultation and involvement will be regularly monitored and acted upon so that children are able to see that their input has led to visible outcomes.

The Camp 4-2-11 Manager will ensure that staff are clear about what decisions children will be involved in an attempt to offer explanations should consultation and involvement be deemed inappropriate.

N.B. A review and update to this policy has been carried out on 01.04.22



PHYSICAL ENVIRONMENT

Camp 4-2-11 is committed to providing premises that are safe, secure and adequately spacious for its purpose. We will do everything possible to make the environment welcoming to children and their parents/carers.

Camp 4-2-11 is committed to taking every possible step to ensure that all children have equal access to facilities, activities and play opportunities.

Camp 4-2-11 Health and Safety Representative will arrange a Health and Safety check on the area of the school used annually.

The Camp Manager is responsible, on a day-to-day basis, for ensuring that the premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature, and that risk assessments are carried out at the start of each holiday to ensure that the premises are in a suitable state of repair. The Camp Manager will make contact with the School's site supervisor before the start of the session to check whether any other parties will be on the premises working at the time of our hire. Any concerns regarding the cleanliness or the condition of the premises will be reported to the School Bursar or the Site Supervisor as they occur.

During opening hours the booked premises will be used solely by our Camp, its staff and the children, as far as this is possible.

The Camp Manager will endeavour to ensure that children have a variety of play opportunities available to them in the space available and that this space will allow children to play and interact freely (a minimum of 2.3 square metres per child).

During holiday sessions any equipment and material not in use will be stored safely away from children's areas of play.

Camp 4-2-11 will make sure that there is one toilet and one wash basin, with hot and cold water, available for every 10 children and that there is an adequate balance between male and female facilities.

Staff will ensure that children are not left unsupervised at any time.

There will always be access to a camp mobile telephone on both the school premises and whilst away from the setting on trips.

OUTDOORS PLAY

Before any outdoor activities take place, the Camp Manager, or a designated member of staff, will carry out a risk assessment on the area to be used.



POLICIES & PROCEDURES

All equipment used must be in good condition and equipment used for shade must be securely fixed to the ground.

Any outside water features will be kept safe, and outdoor water play supervised at all times.

Sand play must be supervised to make sure the sand is used for the purpose it is intended for. It must be kept free from mess and covered when not in use.

The Camp Manager will ensure that a qualified lifeguard is employed on any trips to private swimming pools.

In hot weather staff will ensure that there is a regular supply of drinking water available for the children and that they are adequately protected from the sun.

On hot days, Camp 4-2-11 will make efforts to keep the children inside or under shade between the hours of 12:00 to 15:00.

Sun Cream

When making the booking, parent / carer will be asked to apply sun cream in the morning before drop off. There will also be 2 options:

- Staff to re-apply when necessary
- The child will re-apply themselves.

N.B. A review and update to this policy has been carried out on 05.05.22



POLICIES & PROCEDURES

EQUIPMENT

Camp 4-2-11 is committed to providing children with a wide range of equipment that stimulates enjoyment, learning and development, both indoors and outdoors.

All furniture, toys and equipment will be kept clean, well maintained and in good repair.

Appropriate measures are taken to ensure that equipment hired is properly controlled. This will include obtaining risk assessments from the hirer and qualified staff to oversee its use, wherever appropriate. Any dangers involved in the use of the equipment will be explained to the children present, before its use during "Information Time".

All electrical equipment will be safety tested before use and a register maintained to ensure annual testing is carried out.

Levels of staff supervision will be sufficient to ensure that the safety of children is assured and set according to the type of equipment being used, along with the ages and number of children involved.

All equipment and resources will be selected with care and risk assessments carried out before new toys and equipment are purchased.

Our camp's equipment and resources reflect positive images with regard to culture, ethnicity, gender and disabilities.

Resources will, whenever possible, show men and women in a variety of roles and jobs, and people with different abilities being both active and creative. Examples of everyday life will portray people from a variety of family groupings and cultural backgrounds in a range of non-stereotypical roles.

A wide selection of books that are regularly updated will be provided. Reference books, dual language books and age-appropriate formats will be included.

TREATMENT OF EQUIPMENT

Camp 4-2-11 will be forced to seek reimbursement in all cases of wilful damage.

Children should be reminded, both by staff and their parents/carers of the need to treat all toys, equipment and the venues we use with respect.



POLICIES & PROCEDURES

STORAGE OF EQUIPMENT

During term time all equipment will be stored at a reputable storage company, safe from unauthorised access or use.

All boxes will have contents detailed and items should only be packed away in appropriately marked boxes. If any equipment is identified for disposal its storage box should be appropriately annotated. Whenever, possible damaged/obsolete equipment should not be returned to storage prior to disposal, but if this is unavoidable should be appropriately marked and the Play Manager or Playscheme office staff notified.

The Camp Manager will be responsible for planning and reviewing our stock of equipment every three months. When discovered, defective or broken equipment will be taken out of use and disposed of.

The inventory record, held in soft copy in the Camp 4-2-11 office, must include all electrical items and any other items valued in excess of £50 or at high risk of theft. This record should be updated whenever a new item, falling into the above category, is purchased or an old one removed from use.

No item of equipment may be loaned out without prior approval of the Camp owner.

N.B. A review and update to this policy has been carried out on 01.04.22



HEALTH AND SAFETY

Camp 4-2-11 takes the maintenance of Health and Safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

Camp 4-2-11 aims to ensure the health, safety and welfare of all staff, children, parents/carers and visitors who may be affected by our Camp's activities and actual existence. The Camp Manager and their staff will always strive to make sure that Health and Safety remains the first priority.

These will include:

- To create an environment that is safe and without risk to health.
- To prevent accidents and cases of work-related ill health.
- To use, maintain and store equipment safely.
- To ensure that staff are competent and trained in the work in which they are engaged.
- To record/investigate any accidents or incidents.

RESPONSIBILITIES

The identification, assessment and control of hazards within our Camp are vital in reducing accidents and incidents. The Camp Manager/s and owner are responsible for assessing Health and Safety risks arising from the activities on offer and introducing steps to eliminate or control risks identified.

It is vital that Health and Safety matters are taken seriously by all members of staff and by any other person affected by the activities offered. Any member of staff found to be deliberately disregarding safety instructions or recognised safe practises will be subject to the procedures laid out in the **Staff Procedures** policy.

It is the responsibility of Camp 4-2-11 owner to make sure that Camp 4-2-11 operates in a safe and hazard free manner and, together with the Camp Manager/s for ensuring that the staff understand and accept their responsibilities in relation to the Health and Safety procedures.

Camp 4-2-11 Owner will ensure that adequate arrangements exist for the following:



POLICIES & PROCEDURES

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet our Camp's Health and Safety responsibilities.
- Providing adequate Health and Safety training for staff.
- Ensuring that accidents, incidents and dangerous occurrences are reported, recorded and investigated (including informing the Health and Safety Executive and Ofsted, where appropriate).
- Reviewing all reported accidents, incidents and dangerous occurrences, and our Camp's response, to enable corrective measures to be implemented.
- Ensuring that all staff, volunteers and other adults who come into contact with children at our Camp have appropriate and up to date Disclosure Barring Service checks.

The Camp Manager is responsible for the day-to-day implementation, management and monitoring of the **Health and Safety** policy and reporting any matter of concern to the owner.

The Camp Manager will ensure that:

- All staff are jointly responsible with her/him for Health and Safety and Risk Assessment provisions at our camp.
- Regular safety inspections are carried out and reports accurately logged.
- Any action as a result of a Health and Safety inspection is taken as rapidly as possible.
- Information received on Health and Safety matters is distributed to all staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- Staff are adequately trained to fulfil their role within the Health and Safety policy.



POLICIES & PROCEDURES

- The first aid box is checked at the start of each holiday and items replenished at the end of each session, or weekly, whichever is soonest.

Staff are required to:

- Have regard for the **Health and Safety** policy and their responsibilities under it.
- Have regard for any Health and Safety guidance issued by the Camp Manager and act upon it whenever appropriate.
- Take reasonable care for their own Health and Safety as well as for other persons who may be affected by their acts or omissions at work.
- To know who are the qualified first aiders at the scheme and where first aid equipment is held.
- Those members of staff qualified to carry out first aid are to wear a first aid bag and replenish it daily.
- Take all reasonable care to see that the equipment and premises used by the children, and the activities that are carried out at our camp, are safe.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to cause injury or damage and assist in the investigation of any such event.
- Undergo relevant Health and Safety training when instructed to do so by Camp 4-2-11 Organiser.

The following Insurances are held by our camp:

- Public Employers and Employees Liability
- Equipment Cover
- Personal Accident for Children and Adults

Should our camp be held responsible for any incident that may occur, public liability insurance will cover compensation.



POLICIES & PROCEDURES

LIABILITY

All parties named in this document are responsible for ensuring that children and visitors are kept reasonably safe.

The responsibilities and procedures contained in this document should be used alongside the relevant sections of the following policies:

Staffing
Equipment
Site Security
Visits and Outings
Hygiene
Child Protection

Physical Environment
Risk Assessment
Fire Safety
Health, Illness and Emergency
Managing Behaviour
Documentation and Information

N.B. A review and update to this policy has been carried out on 01.04.22



RISK ASSESSMENT

Camp 4-2-11 understands the importance of ensuring that systems are in place for checking that the environment is safe and secure for children, staff and visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. These procedures form part of the staff's daily responsibilities within their duties.

In accordance with the Management of Health and Safety at Work Regulations 1999, regular risk assessments and any necessary actions are carried out as set out in the **Health and Safety** policy.

The Camp Manager is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the Camp's premises or when particular needs of a child or visitor necessitate this.

The Camp Manager is also responsible for conducting any necessary reviews, and for bringing to Camp 4-2-11 Owner's attention the need for any changes to the Camp's policies or procedures in light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises, both indoor and out, will be carried out daily. This will be carried out by a member of staff on arrival, designated by the camp Manager, and will be completed before any children arrive.

During the session staff will be vigilant and continuously aware of any potential risks to Health and Safety arising from:

- The indoor and outdoor environment.
- Indoor and outdoor surfaces.
- All equipment used by staff or children.

On discovering a hazard, staff will take all necessary steps to make themselves and any other people potentially affected, safe. They will then notify the Camp Manager and ensure a record is made in the Assessment Log. The Camp Manager is then responsible for taking any necessary action.

RECORDING ACCIDENTS, INCIDENTS AND DANGEROUS OCCURRENCES

All accidents, incidents and dangerous occurrences will be recorded in either the First Aid Book or Camp 4-2-11 Log and annotated by the child's/children's name on the daily register on the same day that the event took place.



POLICIES & PROCEDURES

Records must contain:

- The time, date and nature of the occurrence.
- Details of the people involved.
- The age group the child is in.
- The type nature and location of any injury sustained.
- The action taken and by whom.
- The signature of the member of staff who dealt with the incident, any witnesses and a countersignature by the parents/carers of the child/children involved.

Staff should inform the parents/carers of the child/children concerned at the end of the session in which the incident took place. If this is not possible the information will be passed on to them at the earliest possible opportunity.

At the end of each holiday session the Camp Manager/s & Camp 4-2-11 Owner will review the reports made for any actual or potential weaknesses, and by providing support and guidance, address and make suitable adjustments to any incidents of concern.

N.B. A review and update to this policy has been carried out on 01.04.22



SITE SECURITY

Camp 4-2-11 is committed to providing care for children in a safe and secure environment. All our staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children attending.

Parent/carers are encouraged to talk to their children about the importance of remaining safe and not leaving our Camp's premises during the session. This message will be reinforced by staff during "Information Time".

Safety and security procedures will be regularly reviewed by the Camp Manager/s and Camp 4-2-11 Owner.

Staff will be issued an official identity badge, which they are expected to wear during periods of employment.

SUPERVISION

Children will not be left unsupervised at any time during a session. In the event of staff shortages, or during breaks, space may be restricted to ensure that all children are adequately supervised, in accordance with the staff ratio provisions set out in the **Staff Procedures** Policy.

The Camp Manager will allocate responsibility to individual members of staff to supervise the arrival and departure of children. At all other times the main entrance door (and outer perimeter gates if appropriate) will be secured.



POLICIES & PROCEDURES

VISITORS

Our Camp has a Visitors Book that is kept on the reception desk, in which all visitors must sign on arrival, alongside giving the following information:

- Their name & signature
- Date and time of arrival
- Reason for their visit
- Departure time

Visitors to our Camp will be given a badge to wear and will not be left unsupervised with children at any time. On departure they must sign out and return their visitor's badge.

Staff have a duty to approach any visitor on the premises who has not signed in and is not wearing a visitor's badge. They must introduce themselves and establish who the visitor is and the reason for being on the premises. If the visitor has no suitable reason for being there they will be asked to leave immediately and escorted from the premises. If the visitor refuses to leave, the Camp Manager will telephone the police immediately.

N.B. A review and update to this policy has been carried out on 01.04.22



FIRE SAFETY

Camp 4-2-11 understands the importance of being vigilant to fire safety hazards. The school premises has an up-to-date certificate and notices explaining the fire procedures are positioned next to every fire exit. All staff are aware of the fire procedures set out in this policy.

All staff are aware of the location of fire exits, fire alarms and when they should be used, the fire assembly point and where fire safety equipment is stored.

Children will be made aware of the fire safety procedures during “Information Time” and new children shown the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, will not be obstructed at any time and are opened easily from the inside.

Fire exits will be kept closed but never locked.

Fire drills will take place on a weekly basis and these will be recorded in the Fire Drill Log.

FIRE PREVENTION

Our Camp will take all steps possible to prevent fires occurring. As such the Camp Manager and the team are responsible for:

- Ensuring that power points are not loaded with adaptors
- Ensuring that the Camp 4-2-11 “No Smoking Policy” is observed
- Checking for frayed or trailing wires
- Checking that fuses are replaced safely
- Unplugging equipment before leaving the premises
- Storing any potentially flammable material safely
- Arranging safety checks on all electrical equipment annually

The Camp Manager will explain fire and safety procedures to new staff and volunteers as part of the induction process.

IN THE EVENT OF A FIRE

A member of staff will raise the alarm by blowing on his/her whistle three times and by using a fire alarm if necessary. The Camp Manager will call the emergency services. All children will immediately be escorted out of the building to the assembly point, using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.



POLICIES & PROCEDURES

The Camp Manager will check the entire premises and collect the register, providing that this does not put them at risk. On leaving the building, the Camp Manager will close all accessible doors and windows to prevent the spread of fire.

The register will be taken and all children and staff accounted for. If any person is missing from the register the emergency services will be informed immediately. If for any reason the register is not to hand, the Camp Manager should access the registers/emergency contact list that is held in the Camp 4-2-11 Office (for further details see the **Documentation and Information** Policy).

If the Camp Manager is absent at the time of an incident, he/she will nominate a deputy to assume responsibility.

N.B. A review and update to this policy has been carried out on 01.04.22



VISITS AND OUTINGS

Camp 4-2-11 believes that visits and outings play an important and enriching role in the programme of activities that are provided for the children. However, during such events, the safety of children remains paramount.

Prior to a visit, if logistically possible, the Camp Manager will make an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

The Camp Manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit, according to the provisions set out in the **Risk Assessment** Policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the Camp Manager will write to the venue requesting all relevant information and a risk assessment statement where available.

Camp 4-2-11 will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential hazards and told to remain with staff, within their designated groups, at all times. The Camp Manager, or staff appointed by the Camp Manager will explain to children what to do in an emergency, including designating a suitable meeting point.

PARENTAL CONSENT

All visits and outings are pre-planned and full details, including costs involved, are advertised in advance of the booking period opening. Parental consent for trips is obtained on registration of children on the system. Departure/arrival times and any other necessary information will be published on JIVE in advance of any trips.

Should a trip need to be cancelled or the venue changed and parent/carer deem the alternative venue not suitable or required for their child a refund for the cost of the original trip would be given.

Should a parent/carer decide to cancel a booking for a trip which hasn't been altered they will be offered a refund only if we are able to sell the place on to another user.

On the day of a trip all parents are asked to confirm their emergency contact numbers where they can be located on that day, in the event of an emergency or accident occurring.



POLICIES & PROCEDURES

DURING VISITS AND OUTINGS

On visits and outings, the staff ratio for all children will increase from 1:8 to 1:6. An extra member of staff, in addition to this ratio, will also attend where children are taking part, who are in the two younger age groups of our camp.

- Children will remain under close supervision at all times and all age groups will wear Camp 4-2-11 badges which show the telephone number of the scheme.
- All children taking part in outings will understand the need for ground rules and boundaries and what constitutes acceptable behaviour as set out in the **Behaviour Management and Suspensions and Exclusions Policies**. Should a serious incident of unacceptable behaviour occur the Camp Manager and/or Camp 4-2-11 Owner may decide to exclude a child from further visits and outings for an agreed period.
- The Camp Manager will ensure that a First Aider is present and that a full First Aid Kit and a Body Fluids Disposal kit is on hand, each group will carry a travel first aid kit.
- All accidents are recorded subject to the procedures set out in the **Risk Assessment Policy**.
- A camp 4-2-11 mobile phone is always taken and parents/carers can make contact with the trip leader via the Camp 4-2-11 mobile or designated mobile.
- A register will be taken at the beginning, middle and end of the visit and regular headcounts will be carried out.
- A list of all members of staff and children participating on the trip will be left at our Camp's premises, unless no children or staff are left behind, in which case these records, and a copy of the emergency contact numbers, will be held at the camp's head Office.
- Contact numbers of all parents/carers whose children are on the trip are taken in case of an emergency.

N.B. A review and update to this policy has been carried out on 01.04.22



HEALTH, ILLNESS AND EMERGENCY

Camp 4-2-11 is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise whilst children and staff are in our care.

First Aid

Camp 4-2-11 recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at Camp 4-2-11.

The Camp Manager is the designated person responsible for First Aid and has an up to date First Aid certificate. They are also responsible for maintaining the correct contents of all First Aid boxes and administering or overseeing basic First Aid when necessary and appropriate.

The Camp Manager will ensure that there is a fully trained First Aider available at all times during sessions at the Camp. The Camp Manager is responsible for enabling staff to receive First Aid training.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The box should contain:

- A card or leaflet giving guidance
- Sterile triangular bandages
- Adhesive plasters
- A sterile eye pad with attachment
- Cotton wool
- Crepe bandages
- A sterile gauze
- Microspore tape
- Sterile cornering for serious wounds
- Individual wrapped assorted dressings
- Waterproof disposable gloves
- A disposable bag for soiled material

The location of the First Aid box, the Body Fluids Disposal kit and the names of any other qualified first aiders will be found in the staff room and at the First Aid point in the setting.



POLICIES & PROCEDURES

A First Aid box and the Body Fluids Disposal kit, and travel first aid kits, will be taken on offsite outings and trips. This is the responsibility of the person in charge of the trip.

In the Event of a Major Accident, Incident or Illness

Camp 4-2-11 requests that parent/carers complete the medical details section in the booking system fully on registration and update them annually thereafter. This enables the Camp Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring whilst in their care. Camp 4-2-11 also requires that similar details are submitted by all staff in case they fall ill or incur an injury.

In the event of such an event, the following procedures will apply:

- In the first instance, the Camp Manager or their Deputy will be notified and take responsibility for deciding the appropriate action.
- The Camp Manager will assess the situation and decide whether the child needs to go straight to hospital or whether they can wait until their parent/carer arrives.
- If the child needs to go straight to hospital an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to hospital along with the Childs registration forms which contain medical information & parents consents and will consent to medical treatment being given providing that this is the request of the parent/carer if the parents are unable to get to the hospital before treatment is needed.
- If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meanwhile, the child will be made as comfortable as possible and kept under close supervision.
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any action taken by our Camp and its staff
- All such incidents or accidents will be recorded and logged in the Accident Record Book. On collection of their child/children parents/carers will be asked to sign in the relevant section of the book to acknowledge the incident or accident and any action taken by our camp and its staff.
- The Camp Manager and Camp Owner will consider whether the accident/incident highlights any actual or potential weaknesses in our Camp's procedures and act accordingly, making suitable adjustments where necessary.
- Camp 4-2-11 should notify the appropriate section of Ofsted



POLICIES & PROCEDURES

In the event of a Minor Accident, Illness or Incident

- In the first instance the Camp Manager will be notified and take responsibility for deciding appropriate action
- If the child does not need hospital treatment and is judged to be able to remain safely at our Camp the Camp Manager will remove the child from the activities and treat the illness/accident
- When the child is feeling sufficiently better, they will be resettled back into the activities but will be kept under close supervision, by the staff responsible for them, for the remainder of the session.
- At the end of session, the same staff member will fully inform the parent/carer of the incident or accident and of any treatment given
- If the injury or illness incurred is such that treatment by the Camp Manager is deemed inappropriate, but neither does it warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives the child will be kept under close supervision and made as comfortable as possible
- All such accidents and incidents will be recorded in detail on an accident slip and filed in the office, the parents/carers should sign to acknowledge the incident and any action taken
- The Camp Manager and Camp 4-2-11 Owner will consider whether the accident/incident highlights any actual or potential weaknesses in our camp's procedures and act accordingly, making suitable adjustments where necessary

Medication

- Wherever possible children prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at our Camp, parents/carers should discuss such situations at the earliest possible opportunity with the Camp Manager and decide together on the best course of action
- The Camp Manager may only administer medication to the child if it is prescribed by a GP and the request to do so comes from the parent/carer in writing, also stating the frequency and dosage. This must be given to the Camp Manager at the start of the first session where administration of medication is required.
- The Camp Manager has the right to decline such a request from a parent/carer if she is uncomfortable with this. This is likely to be when the administration of medication involves technical knowledge or training



POLICIES & PROCEDURES

The Procedure for administering Medication is as follows:

Medication will never be given without the written request of the parent/carer. This request should include the frequency, dosage, possible side effects and any other information relevant to the medication.

The Camp Manager or deputy who is level 3 First Aid trained, will be assigned to administer medication and will be responsible for ensuring that:

- Prior consent is given
- All necessary details are recorded
- The medicine is properly labelled and safely stored during the session
- Another member of staff acts as a witness to ensure that the correct dosage is given
- Parents/carers sign the Medication Record Book to acknowledge that the medication has been given

If for any reason the child refuses to take their medication, the Camp Manager will not attempt to force them to do so but should notify the parent/carer and record the incident in the Medication Record Book.

Where children carry their own medication (asthma pumps or insulin for example), our Camp recommends that staff keep the medication in the First Aid area until it is required. This is to minimise the possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.

If there is any change to the type of medication, whether regarding the dosage of other changes to the information given on the "Administering Medication Form", a new one must be completed.

Full details of all medication administered at our Camp, along with all Administering Medication Forms, will be recorded and stored in the Medication Record Book.



Medication Consent Form

Date/s	
Childs Name	
Group	
Name of Medication	
Storage of Medication i.e. Fridge	
Side Effects (If any)	
Dosage	
Time/s to be given to child	
Please state if your child is able to administer medication themselves i.e. Inhaler	



POLICIES & PROCEDURES

I consent to my child being administered medication at the times stated above by a member of the Camp 4-2-11 staff.

.....
.....

Parent / Carer Signature

.....
.....
(Print Name)

.....
.....

Staff Signature
To be signed by the person who has been given this information & Medication (group Leader)

.....
.....
(Print Name)

Staff signature & Time required when administering medication

Time.....
.....

1.....(Print Name)

2.....(Print Name)



POLICIES & PROCEDURES

Sun Protection

The Camp Manager and staff understand the dangers posed to children and themselves by over exposure to the sun.

In the hot weather, parents/carers are encouraged to provide sunscreen for their children. Children will also be encouraged to wear a hat when playing outside in the sun.

When deemed necessary, staff can help to apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer on the daily register.

In hot weather, staff will encourage children to drink water frequently. Staff should ensure that children play in shady areas, out of the sun, wherever possible.

Closing the Scheme in an Emergency

In very exceptional circumstances, our Camp may need to close at very short notice due to an emergency. Such incidents could include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Discovery of dangerous structural damage
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Serious assault on a staff member by the public
- Serious accident or illness

In such circumstances, the Camp Manager and staff will ensure that steps are taken to keep both the children and them safe. All staff and children will assemble at a pre-arranged venue where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of closure. All children will be supervised until they are safely collected.

N.B. A review and update to this policy has been carried out on 01.04.22



HYGIENE

Camp 4-2-11 recognises the importance of maintaining the highest possible standards of hygiene in and around the premises to minimise the risks to children, staff and visitors.

The Camp Manager and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading the infections.

PERSONAL HYGIENE

In all circumstances, staff will adhere to the following examples of good personal hygiene:

- Washing hands before and after handling food and drink
- Washing hands after using the toilet
- Encouraging children to adopt these same routines
- Covering cuts and abrasions while at the premises
- Keeping long hair tied back when preparing or handling food
- Taking any other steps that are likely to minimise the spread of infection

HYGIENE IN THE PREMISES

The Camp Manager and staff will be vigilant to any potential threats to good hygiene on the Camp's premises and will ensure that a generally clean and tidy environment will be maintained. More specifically, the Camp Manager will ensure that toilets are cleaned daily and there is always an adequate supply of soap and hand drying facilities for both children and staff.

DEALING WITH SPILLAGES

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately, using the body fluids disposal kit, and disposed of safely and hygienically. Staff will wear disposable plastic gloves and an apron while using bleach or disinfectant solution and wash themselves thoroughly afterwards. Children will be kept well clear while such substances are being dealt with.

FIRST AID AND HYGIENE

The Camp Manager will be mindful of the need to observe the highest standards of personal hygiene when administering treatment to children. As such any member of staff administering first aid will wash their hands thoroughly both before and after



POLICIES & PROCEDURES

giving first aid, and ensure that any cuts, wounds or skin damage are covered by plasters or disposable gloves.

N.B. A review and update to this policy has been carried out on 01.04.22



INFECTIOUS AND COMMUNICABLE DISEASES

Camp 4-2-11 is committed to the Health and Safety of all children and staff attending and working with us. As such, it will sometimes be necessary to request that a poorly child be collected early from a session or kept away completely.

Parents/carers will be notified immediately if their child becomes ill and needs to go home. Poorly children will be comforted, kept safe and under close supervision until they are collected.

If a child has to go home prematurely due to illness, they should remain at home until they are better for at least 24 hours, or according to the times set out in the table below. If a member of staff becomes ill at work, similar restrictions on their return will apply.

If a child or member of staff becomes ill outside Camp hours, but during a holiday session in which they have attended, they should notify the Camp 4-2-11 head office as soon as possible. The minimum exclusion periods outlined in the table below will come into operation.

If any infectious or communicable disease is detected on our Camp's premises the Camp Manager or Owner will inform parents/carers personally in writing as soon as possible. Our Camp is committed to sharing as much information as possible about the source of the disease and steps being taken to remove it. Ofsted will also be informed of any infectious or communicable diseases discovered on the Camp's premises.



POLICIES & PROCEDURES

MINIMUM EXCLUSION PERIODS FOR ILLNESS AND DISEASE

DISEASE	PERIOD OF EXCLUSION
Antibiotics prescribed	First 24 hours
Chicken Pox	7 Days from when rash first appeared
Conjunctivitis	24 hours or until eyes have stopped "weeping"
Diarrhoea	48 hours from last episode of diarrhoea
Diphtheria	2-5 days
Gastro-enteritis, Food Poisoning, Salmonella and Dysentery	24 hours or until advised by the Doctor
Flu	Until recovered
German Measles (rubella) *	Six days from onset of rash
Glandular Fever	Until certified well
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
Measles*	Four days from onset of rash
Mumps*	Five days from onset of swelling
Scarlet Fever*	Child can return 24 hours after commencing appropriate antibiotic treatment
Vomiting	48 hours from last episode of vomiting
Whooping Cough*	Five days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment

* Denotes a notifiable disease

HEAD LICE

If a case of head lice is discovered at our Camp, the situation will be handled carefully and safely. The child concerned will not be isolated from other children, and there will be no need from them to be excluded from activities or session at the camp.

When the child concerned is collected, their parent/carer will be informed in a sensitive manner.

Other parent/carers will be informed as quickly as possible in writing, including advice and guidance on treating head lice.

Staff should check themselves regularly for lice and treat whenever necessary.

N.B. A review and update to this policy has been carried out on 01.04.22



SMOKING, ALCOHOL AND DRUGS

Camp 4-2-11 strongly prohibits the use or possession of cigarettes, alcohol and illegal drugs on our premises at any time. If staff or children are found to have broken the rules in respect of this policy, it will be treated as a very serious disciplinary matter.

All staff will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children. All children will be made aware of the rules through posters and information on notice boards. Any contravention of the provisions of this policy will be dealt with under the Camp's **Staff Procedures** and **Behaviour Management** policy.

DRUGS

Staff or children, who arrive at the Camp clearly under the influence of illegal drugs, will be asked to leave immediately and disciplinary procedures implemented.

If a child is found in possession of illegal drugs on the Camp's premises their parent/carer will be informed and asked to remove their child from the session. Following discussions with the child's parents/carers the Camp Manager will present the facts to the Camp 4-2-11 Owner who will decide when the child is allowed to return. If staff are found in possession of illegal drugs, serious disciplinary action will follow.

In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work the Camp Manager must be informed as early as possible.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs when their child is dropped off or collected the Camp Manager must be informed as the designated Child Protection Officer. In such cases the Camp Manager will be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child always remains paramount.

If a member of staff suspects that a parent / carer is under the influence of drugs or alcohol at drop off / pick up, they will report to the Manager who will contact the LADO. If the parent / carer is going to drive a vehicle, then the Camp Manager will phone the police.

Staff will take all possible steps to ensure that children are not allowed to travel in a vehicle driven by someone who is under the influence of illegal drugs.

When an illegal act is suspected to have taken place the police will be called.



POLICIES & PROCEDURES

ALCOHOL

Staff or children who arrive at our Camp clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow.

If a child is found in possession of alcohol on our Camp's premises their parent/carer will be informed and asked to remove their child from the session. Following discussions with the child's parents/carers the Camp Manager will present the facts to the Camp 4-2-11 Owner who will decide when the child is allowed to return. Staff are not allowed to bring alcohol onto the premises.

If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol when their child is dropped off or collected, to the extent that the safety of the child is threatened, the Camp Manager must be informed. As the designated Child Protection Officer, she will then decide upon the appropriate course of action, ensuring the safety and protection of the child always remains paramount.

Staff will take all possible steps to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly over the legal alcohol limit.

When an illegal act is suspected to have taken place the police will be called.

SMOKING

Smoking is not permitted anywhere on the premises. This rule applies to staff, children, parent/carers and any visitors.

If a child is found in possession of cigarettes on the premises, they will be confiscated, and their parent/carer notified at the end of the session.

N.B. A review and update to this policy has been carried out on 05.05.22



FOOD AND DRINK

When preparing food and drink, staff should be mindful of the provisions of the Hygiene policy so as to ensure that the safety of staff and children is paramount. In addition to these provisions, staff will be careful to ensure both the safety of themselves and children when using sharp or dangerous equipment in the food and drink preparation.

Our Camp requires that any information about dietary requirements or allergies the child suffers from be shown on the Registration form. The Camp Manager and his/her staff will ensure that food and drink offered to children takes account of this information to safeguard their health and particular preferences.

CULTURAL AND RELIGIOUS DIVERSITY

Our Camp is committed to embracing the cultural and religious diversity of families who use us. The Camp Manager will work with the parents/carers to ensure that any dietary requirements are met.

NO NUT POLICY

We are aware that there are several children who are allergic to nuts. The severity of the reaction that occurs from exposure to nuts is variable, ranging from a mild rash to a potentially life-threatening condition. In a child with a severe reaction the following symptoms can occur very quickly.

- Swelling of the throat
- Difficulty in breathing, due to closing up of the throat
- Feeling weak and dizzy, due to drop in blood pressure
- Collapse and unconsciousness

We have a duty to safeguard the health and safety of the children, so we have decided to operate a **NO NUT POLICY** at Camp 4-2-11.

We would like to ask you to help by not sending your child to camp with any type of nuts or snacks which obviously contain nuts.

- No nuts
- No cereal bars containing nuts.
- No peanut butter
- No chocolate nut spreads
- No foods containing traces of nuts



POLICIES & PROCEDURES

Access to Drinks

Drinks will always be readily available for the children and staff will ensure that water top ups are carried out throughout the day. Staff will also ensure this is procedure is enhanced during summer camps.

N.B. A review and update to this policy has been carried out on 05.05.22



EQUAL OPPORTUNITIES

Our Camp is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination for staff, users and children.

Our Camp's equal opportunities procedures aim to help everyone involved in the Camp to counteract and eliminate both direct and indirect discrimination in decision making, employment practises and service provision and to strive to achieve equality of opportunity for all.

Our Camp aims to provide a welcoming and caring environment that promotes and reflects cultural and social diversity. We will endeavour to challenge any offensive behaviour, language or attitudes with regard to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.

Our Camp recognises that achieving the objectives of our equal opportunities policy relies on the active involvement of parents/carers. As such, we welcome and encourage parents and carers to get involved in the running and management of our Camp and for all parents/carers registered with us to comment on the effectiveness of its policies and procedures.

Our Camp will facilitate opportunities for consultation with parents/carers about the service that is provided as a means of monitoring the effectiveness of this policy.

EQUAL OPPORTUNITIES PROCEDURES

To realise our objective of creating an environment free from discrimination and welcoming to all, we will:

- Ensure that our service is well published and available to all parents/carers working within our department.
- Make every effort that issues of race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability do not inhibit a child from accessing our Camp.
- Treat all children and their parents/carers with equal concern and value.
- Have regard for promoting understanding, respect and awareness of diversity and equal opportunities issues in planning and implementing the programme of activities offered.
- Help all children to celebrate and express their cultural and religious identity by providing a range of appropriate resources and activities.



POLICIES & PROCEDURES

- Ensure that our recruitment policies and procedures are open, fair and non-discriminatory.
- Endeavour to recruit a staff team that reflects the make-up of our local community.
- Ensure that all staff are aware of, and understand, how this policy relates to their work.
- Encourage and support staff to act as positive role models to children by displaying and promoting tolerant and respectful behaviour, language and attitudes and challenging any discriminatory incident, according to the **Staff Procedures, Behaviour Management and Dealing With Racial Harassment** policies.
- Treat seriously any staff member found to be acting in a discriminatory way, according to the **Staff Procedures** policy.

The Camp 4-2-11 Manager/Owner will be responsible for ensuring that the policy is consistent with current legislation and guidance and that it is implemented and frequently monitored for effectiveness.

The Camp 4-2-11 Manager/Owner will ensure that:

- Staff receive appropriate training.
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes become apparent.

All the Camp's policies and procedures will be kept under review to ensure that they operate in a non-discriminatory manner and do not, in any way, go against our commitment to equal opportunities.

N.B. A review and update to this policy has been carried out on 01.04.22



DEALING WITH RACIAL HARASSMENT

Camp 4-2-11 is committed to promoting tolerance and fairness to all members of staff, children and parents/carers and will prohibit discrimination against anyone on the grounds of race, colour, nationality or ethnicity.

We accept our duty to try and eliminate discrimination and to promote equality of opportunity and good race relations. We believe all staff and children are entitled to an environment free from harassment and discrimination, as outlined in the **Equal Opportunities** Policy.

PREVENTING RACIAL HARASSMENT AND DISCRIMINATION

Our Camp believes that it is more effective to take proactive steps to prevent racial harassment and discrimination than tackling a situation once it has already occurred.

In all circumstances we will:

- Ensure that all children are valued, irrespective of race, colour, nationality or ethnicity
- Encourage individuals to treat each other with respect, regardless of race, colour, nationality or ethnicity
- Acknowledge the existence of racism in society and take steps to promote harmonious race relations within our camp
- Promote good relations between different ethnic groups and cultures within our camp

EXAMPLES OF RACIAL HARASSMENT AND DISCRIMINATION

Racial harassment and discrimination are visible in a variety of ways, some obvious and others much less so. Examples of unacceptable behaviour may include:

- Using patronising words or actions towards an individual for racial reasons: including name calling, insults and racial jokes.
- Threats made against an individual because of race, colour, nationality or ethnicity.
- Racial graffiti or other written insults or the distribution of racist literature.
- Physical assault or abuse against an individual because of race, colour, nationality or ethnicity.



POLICIES & PROCEDURES

All staff and children should be encouraged to take responsibility for promoting racial tolerance and for protecting each other from racial harassment and discrimination by reporting anything suspicious to the Camp Organiser.

CAMP 4-2-11 EMPLOYER

As an employer, we are committed to ensuring that our workforce will reflect a multicultural community and will:

- Advertise job vacancies in a variety of places.
- Ensure that our Human Resources procedures forbid racial discrimination and harassment and investigate any area of concern.
- Collect and monitor information about the ethnic background of staff and children.

ADDRESSING RACIAL HARASSMENT AND DISCRIMINATION

If a member of staff or a child becomes aware of an incident of racial harassment or discrimination occurring at the Camp, they will be encouraged to report the incident to the Camp Manager.

Any allegation made against a member of staff or child will be investigated thoroughly. The individual concerned will be told that such behaviour will not be tolerated and that the following steps will be taken to ensure it does not happen again:

In the case of **Children**, incidents will be reported to their parent/carer and a course of action agreed upon to resolve the situation in accordance with the provisions of the **Behaviour Management** policy. However, if a solution cannot be found, then we may have to inform the child and their parent/carer that they are no longer able to attend holiday sessions, in accordance with the **Suspensions and Exclusions** policy.

In the case of **Staff**, provisions within the **Staff Procedures** policy will start and a record of the incident will be kept and made available to statutory authorities if appropriate.

The Camp Manager is responsible for ensuring that all incidents are handled professionally and sensitively. Incidents will be confidential by using initials in place of names in the Camp 4-2-11 Log. If the case involves the Camp Manager in an allegation, the Camp 4-2-11 Owner will handle the incident.

Exclusion from the Camp will occur if racial harassment or discrimination continues when all efforts to prevent it have failed to provide a satisfactory resolution.



POLICIES & PROCEDURES

N.B. A review and update to this policy has been carried out on 01.04.22



POLICIES & PROCEDURES

SEND (SPECIAL EDUCATIONAL NEEDS AND DISABILITY)

Camp 4-2-11 is aware that some children have special education needs and/or physical disabilities that require support and assistance. We are committed to make our provision accessible to all children, to make them feel welcome and to promote activities that will support their welfare and development.

We believe that children with special needs have a right to play and to develop their full potential alongside other children and wherever possible they will have access to the same facilities, activities and play opportunities as their peers. By sharing these opportunities, they may be helped to overcome any disadvantages that they may face.

The policies, procedures and practises of our Camp in relation to children with special needs are consistent with current legislation and guidance.

We believe that by identifying individual needs and taking proactive steps alongside parents/carers and other statutory professionals or agencies, all children should be able to play a full, active and equal part in our Club's activities.

On behalf of the Camp 4-2-11 Owner and Camp Manager/s will assess the provision for children who have special educational needs or physical disabilities and want to attend our Camp. Camp workers will be encouraged and supported by the Camp Manager in the care for children with special needs who come to our play setting.

THE RESPONSIBILITIES OF THE CAMP MANAGER WILL INCLUDE:

- Working alongside the Camp 4-2-11 Owner to ensure that all staff receive guidance on working with children with special educational needs or physical disabilities.
- Working with the Camp 4-2-11 Owner to ensure that staff have appropriate skills and relevant training.
- Co-ordinating and monitoring reviews of children's progress at the end of each holiday session, involving parents/carers, staff members and, if appropriate, the child themselves. Ensuring that reviews are properly recorded and along with the Camp 4-2-11 Owner, for ensuring that any actions following such reviews are followed up.
- Assessing each child's specific needs and adapting our Camp's facilities, procedures and practises as appropriate and as possible.
- Ensuring that children with special educational needs or physical disabilities are fully considered when activities are planned or prepared.



POLICIES & PROCEDURES

- Liaising with parents/carers about the needs of their child and the plans and actions of the Camp, as well as being their point of contact.
- Liaising with other agencies to seek advice, support, funding and training for themselves and their staff as necessary.
- Supporting staff to become more skilled and experienced in the care of children with special education needs or physical disabilities.
- Ensuring that all children are treated with equal concern and respect and are encouraged to take part in all activities.

N.B. A review and update to this policy has been carried out on 01.04.22



BEHAVIOUR MANAGEMENT

Camp 4-2-11 recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

The aims of our Behaviour Management policy are to help children to

- Develop a sense of caring and respect for one another
- Build caring and co-operate relationships with other children and adults
- Develop a range of social skills to help themselves learn what constitutes acceptable behaviour
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement

BEHAVIOUR MANAGEMENT STRATEGIES

Our Camp, Play Manager and his / her staff will manage behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these, raising concerns or suggestions.

Behaviour management will be structured around the following principles:

- Staff and children will work together to establish a clear set of "ground rules" governing behaviour in our Camp. These will be reviewed annually so that new children have a say in how the rules of the Camp operate.
- The "ground rules" will apply to children and staff equally.
- Positive behaviour will be supported with praise and encouragement.
- Negative behaviour will be challenged in a calm but assertive manner. In the first instance, staff will try to re-direct children's energies by offering them alternative and positive options. Staff will be open in stating and explaining why some issues are non-negotiable.
- When dealing with negative behaviour, staff will always communicate in a clear, calm and positive manner.
- Staff will make every effort to set a positive example to children by behaving in a friendly, tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another.
- Staff will avoid shouting at work.



POLICIES & PROCEDURES

- Staff will facilitate regular and open discussions about behaviour. This will help them to understand the negative aspects of their behaviour and enable them to have their say and be helped to think through the causes and effects of their actions.
- Staff will work as a team by discussing incidents and resolving to act collectively and consistently.
- Staff will try to discuss concerns with parent/carers at the end of a session in an attempt to help identify the causes of negative behaviour and share strategies for dealing with it.
- Children who experience bullying, racism or other unacceptable behaviour will be given encouragement and support to speak out.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts by discussion and negotiation.
- Activities will be varied, well planned and structured, so that children are not easily bored or distracted.

DEALING WITH NEGATIVE BEHAVIOUR

When confronted with negative behaviour, staff will be clear to distinguish between “disengaged”, “disruptive”, and “unacceptable” behaviour.

“Disengaged” behaviour may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in a purposeful activity.

“Disruptive” behaviour describes a child whose behaviour prevents other children enjoying themselves. Staff collectively discuss incidents and agree on the best way to deal with them.

“Unacceptable” behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying, destruction or theft of equipment. Staff will be clear that consequences will follow from such behaviour, and include, in the first instance, temporarily removing the child from the activity session.

When an incident of negative behaviour occurs, staff will listen to the child or children concerned and hear their reasons for their actions. Staff will explain what was negative about their behaviour and that such actions have consequences for both themselves and other people.



POLICIES & PROCEDURES

Staff will make every attempt to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, to be able to rejoin the activity.

In the event that unacceptable behaviour persists, more serious actions may have to be taken, in accordance with the **Suspensions and Exclusions** policy. At all times, children will have explained to them the potential consequences of their actions.

THE USE OF PHYSICAL INTERVENTION

Staff will only use physical intervention as a last resort and only then if they have reasonable grounds for believing that immediate action is necessary to prevent a child from significantly injuring themselves or others or to prevent serious damage to property.

If possible, before reaching this stage, staff will have used all possible non-physical actions, such as discussion and diversion, to deal with the behaviour. The child or children concerned will be warned verbally that physical intervention will be used if they do not stop.

If physical intervention is necessary staff will talk to the child or children at all times to explain what they are doing and why they are doing it. Physical intervention will only be used if another member of staff is present.

Only the minimum force required to prevent injury or damage should be applied. For example, by diverting a child or children by leading them away by a hand or an arm around their shoulders.

Staff will use physical intervention as an act of care and control and never as punishment. Physical interventions will not be used purely to force a child to do what they have been told and when there is no immediate risk to people or property.

As soon as it is safe, the physical intervention should be gradually relaxed to allow the child or children to regain self-control.

The force of the physical intervention will be always appropriate to the age, size and strength of the child or children involved.

If staff are not confident about their ability to contain a particular situation or type of behaviour, consideration will be given to calling the Play Manager, or in extreme cases, the police.

Where a member of staff has had to intervene physically to restrain a child, the Play Manager will notify the Office Manager and the incident recorded in the Playscheme



POLICIES & PROCEDURES

Log. The incident will be discussed with both the parent/carer and the Management Committee at the earliest possible opportunity.

If a member of staff commits any act of violence or abuse towards a child, or another member of staff at our Club, serious disciplinary action will be implemented, according to the provisions of the **Staff Procedures** policy.

N.B. A review and update to this policy has been carried out on 01.04.22



ANTI BULLYING AND HATE

Camp 4-2-11 is committed to providing an environment for children that is safe, welcoming and free from bullying. Bullying of any form is unacceptable in our Camp, whether the offender is a child or an adult. The victim is never responsible for being the target of bullying.

Everyone involved in our Camp, staff, children and parents/carers, will be made aware of our Camp's view towards bullying. Such behaviour will not be tolerated or excused under any circumstances.

Our Camp defines bullying as the repeated harassment of others through emotional, physical, verbal or psychological abuse. Examples of such behaviour are as follows:

Emotional: Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, forcing another person to be "left out" of a game or activity, passing notes about others or making fun of another person.

Physical: Pushing, scratching, spitting, kicking, hitting, biting, talking or damaging belongings, tripping up, punching or using any other sort of violence against another person.

Verbal: Name calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

Psychological: Behaviour likely to instil a sense of fear or anxiety in another person.

PREVENTING BULLYING BEHAVIOUR

The Camp Owner, Manager/s and his / her staff will make every effort to create a tolerant and caring environment in our Camp, where bullying behaviour is not acceptable. Staff will discuss the issues surrounding bullying openly, including why bullying behaviour will not be tolerated and what the consequences of bullying behaviour will be.

DEALING WITH BULLYING BEHAVIOUR

Despite all efforts to prevent it, bullying behaviour is likely to occur on occasions and our Camp recognises this fact. In the event of such incidents, the following principles will govern our Camp's responses:

- All incidents of bullying will be addressed thoroughly and sensitively.



POLICIES & PROCEDURES

- Children will be encouraged to immediately report any incident of bullying that they witness. They will be reassured that what they say will be taken seriously and handled carefully.
- Staff have a duty to inform the Camp Manager if they witness an incident of bullying involving children or adults at Camp 4-2-11.
- If a child or member of staff tells someone that they are being bullied, they will be given the time to explain what has happened and reassured that they were right to tell.
- The individual who has been the victim of bullying will be helped and supported by the staff team. They will be kept under close supervision and staff will check on their welfare regularly.
- In most cases, bullying behaviour can be addressed according to the strategies set out in the **Behaviour Management** policy. The bully will be encouraged to discuss their behaviour and think through the consequences of their actions. Where appropriate, they will be encouraged to talk through the incident with the other person concerned.
- Where bullying behaviour persists, more serious actions may have to be taken, as laid out in the **Suspensions and Exclusions** policy.
- The Camp Manager will inform the parents / carers of the children involved in a bullying incident at the earliest possible opportunity. If appropriate, staff will facilitate a meeting between relevant parents/carers. At all times, staff will handle such incidents with care and sensitivity.
- All incidents of bullying will be reported to the Camp Manager and will be recorded in the Camp 4-2-11 Log.

N.B. A review and update to this policy has been carried out on 31.03.22



SUSPENSIONS AND EXCLUSIONS

Camp 4-2-11 is committed to dealing with negative behaviour in a non-confrontational and constructive manner. Wherever possible, disruptive or challenging behaviour will be tackled collectively between staff and children in our Camp. Such procedures are outlined in the **Behaviour Management** policy.

However, there are occasions when such strategies alone will not alter or prevent negative behaviour. In such cases, further action will be necessary, including reviewing a child's place at our Camp, on either a temporary or permanent basis.

Persistent unacceptable behaviour from a child will result in them receiving a formal warning from staff about their actions. Staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Children will be encouraged to discuss their behaviour, to explain their actions, and helped to develop strategies to avoid repeat incidents.

Details of all warnings, suspensions and exclusions will be recorded and kept on our Camp's records. Each warning should be discussed with the child concerned and their parent/carer. All staff will be made aware of any warnings given to a child. Our Camp has the right to temporarily suspend or permanently exclude a child in the event of persistent and irresolvable unacceptable behaviour, which has resulted in three warnings being given in one holiday session.

Only in the event of any extremely serious or dangerous incident will a child be suspended from our Camp with immediate effect. In such circumstances, the child's parent/carer will be contacted immediately and asked to collect their child.

After an immediate suspension has taken place the Camp Manager (and where possible the Camp 4-2-11 Owner) will arrange a meeting with the child concerned and their parents/carers to discuss the incident and decide if it will be possible for them to return to our Camp.

Suspensions and exclusions should be seen as consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration should be given to the child's age and maturity. Any other relevant information about the child and their situation should also be considered.

Children will only be suspended or excluded as a last resort, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk.

Staff should always keep parents/carers informed about behaviour management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.



POLICIES & PROCEDURES

No member of staff may impose a suspension from our Camp without prior discussion with the Camp Manager and the Camp 4-2-11 Owner. Staff will consult with the Camp Manager as early as possible if they believe a child's behaviour is in danger of warranting suspension or exclusion.

When a suspension is over and before a child is allowed to return to our Camp, there will be a discussion between staff, the child and their parent/carer, setting out the conditions of their return.

N.B. A review and update to this policy has been carried out on 01.04.22



PARTNERSHIP WITH PARENTS AND CARERS

Camp 4-2-11 recognises that parents/carers play the fundamental role in a child's development, and this should be acknowledged as the basis for a partnership between our Camp and parents/carers.

The Camp 4-2-11 Owner and its team of Camp staff are committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. To achieve this our Camp will:

- Ensure that parents/carers are made to feel welcome and valued in all dealings with our Camp.
- Ensure that parents/carers concerns are always listened to whenever they are raised. The Camp Manager or the Camp 4-2-11 Owner will ensure that users receive a prompt response from our Camp.
- Be sympathetic wherever possible to difficult requests raised from parents/carers.
- Develop a charter outlining what parents/carers can expect from our Camp which also outlines behaviour we expect from them. All parents/carers will be expected to sign this on registration and a copy will also be posted up in our Camp's premises.
- Make all information and records, held by our Camp on a child, available to their parents/carers, unless it is subject to investigation by the police or other statutory agencies.
- Ensure that our Camp's policies and procedures are made available to all external parent/carers on request and published on our Camp's Web pages for parents (and future parents) to access. A copy will also be held at the Camp setting.
- Acknowledge parent's/carer's comments on our Camp's policies and procedures and consult them at the AGM, and via Camp evaluations, regarding the activities planned and provided for their children.
- Ensure there are regular opportunities for parents/carers to meet with staff and discuss their child's progress and problems that they may be encountering.
- Ensure that any complaints from parents/carers are dealt with swiftly and effectively in accordance with the provision of the **Complaints Procedure** policy.



POLICIES & PROCEDURES

- Encourage parents/carers to help in the running of our Camp, to contribute suggestions and ideas to aid its success.
- Provide parents/carers with formal and, if necessary, confidential means to comment on the work of our Camp. We will canvas parental opinion on specific issues as appropriate.
- Keep parents/carers up to date with any changes in the operation of our Camp, such as alterations to its opening times or fee levels.

N.B. A review and update to this policy has been carried out on 01.04.22



UNCOLLECTED CHILDREN

Camp 4-2-11 has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they leave.

At the end of every session, our Camp will ensure that all children are collected by a designated adult in accordance with the **Arrivals and Departures** policy unless we have been given written permission by their parents/carer for their child/children to leave alone. If the child is not collected, nor has our Camp been given authority for the child to make their own way home at the end of a session, the following procedures will be activated:

- Should none of the designated adults, shown on the children's register, have collected the child or children within 15 minutes of the end of session, the Camp Manager will be informed.
- Whilst waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as necessary.
- The Camp Manager will call the parent/carer to ascertain the cause for delay and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- If no contact can be made with the parents/carers the Camp Manager should use any other emergency contact details available to them.
- If, after 30 minutes there is still no response from the parents/carers or any of their emergency contacts the Camp Manager will call the local Social Services Department for advice.
- Under no circumstances will a child be taken to the home of a member of staff, or away from our Camp's premises, while waiting for them to be collected at the end of a session.
- The child will remain in the care of our Camp until they are collected by the parent/carer or emergency contact, or alternatively placed in the care of Social Services.



POLICIES & PROCEDURES

- In the event of the Social Services being called and responsibility for the child being passed to a safeguarding agency, the Camp Manager will attempt to leave a further telephone message on the answer phone of the parent/carer and emergency contacts. Furthermore, if this occurs at the end of the day, a note will be left on the door of the Camp's premises informing the parent/carer of what has happened. This note will reassure them of their child's safety and instruct them to contact the local Social Services.
- Incidents of late collection will be highlighted by the Camp staff on the daily registers. These incidents will be taken up with the parent/carer at the earliest opportunity by staff in the site Office. Parents/carers should be aware that more than one late collection will result in the imposition of an extra charge and persistent late collectors may result in the loss of their child's place at our Camp.

N.B. A review and update to this policy has been carried out on 01.04.22



MISSING CHILDREN

Camp 4-2-11 has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake head counts, during “Information Time” at both morning and afternoon sessions and more frequently during trips away from the scheme. If for any reason a member of staff cannot account for a child’s whereabouts during a session, the following procedures will be activated:

- The member of staff in question will inform both the Camp Manager and the rest of the staff team that the child is missing, and a thorough search of the entire premises will commence. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Camp Manager will nominate two members of staff, to search the area surrounding the premises. All staff will be extra vigilant to any potential suspicious behaviour or persons in and around our Camp.
- Should this incident occur during a visit away from the school premises staff should seek the assistance of the staff at the venue concerned.
- If after 30 minutes of thorough searching the child is still missing, the Camp Manager will inform the Police, the child’s parent/carer and the Camp 4-2-11 Owner (if they are not on site).
- While waiting for the Police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at our Club.
- The Camp Manager (and if possible, the Camp 4-2-11 Owner) will be responsible for meeting the Police and the missing child’s parent/carer. The Camp Manager will co-ordinate any actions instructed by the Police and do all that is possible to comfort and reassure the parents/carers.
- Once the incident is resolved, the Camp Manager and his/her staff team will review relevant procedures and report back their findings to the Camp 4-2-11 Owner who will consider and agree any necessary changes.
- All incidents of missing children from our Camp will be recorded in the Camp 4-2-11 Log and, in cases where either the police or Social Services have been informed, Ofsted will be told as soon as possible.



POLICIES & PROCEDURES

N.B. A review and update to this policy has been carried out on 01.04.22



COMPLAINTS PROCEDURE

Camp 4-2-11 is committed to providing a safe, stimulating, consistent and accessible service to parents/carers. We always aim to provide a high-quality service for everyone but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes.

This policy constitutes our Camp's formal **Complaints** Procedure. It will be always displayed at the premises.

Under normal circumstances the Camp Manager will be responsible for managing complaints. If a complaint is made against the Camp Manager, or if it is the wish of the parent/carer, the Camp 4-2-11 Owner will conduct the investigation. All complaints will be recorded in the Camp 4-2-11 Log.

STAGE ONE

If a parent/carer has a complaint about some aspect of our Camp's activity, its booking procedures or about the conduct of an individual member of staff it will often be possible to resolve the problem quite simply by speaking to the Camp Manager and/or Camp 4-2-11 Owner. As outlined in the **Partnership with Parents/Carers** policy, our Camp is committed to open and regular dialogue on its services, regardless of whether they are positive or negative.

In the first instance, parents/carers are encouraged to speak directly to the Camp Manager or members of the Camp Team. If a satisfactory resolution cannot be found, then Stage Two of the procedure will formally come into operation. All complaints will be logged so that issues can be reviewed as part of our Camp's commitment to maintain best practice.

STAGE TWO

If informal discussions of a complaint or problem have not produced a satisfactory outcome to the situation, parents/carers should put their complaint in detail and in writing to the Camp 4-2-11 Owner. Relevant names, dates, evidence and any other information on the nature of the complaint should be included.

Our Camp will acknowledge receipt of the complaint as soon as possible – within three working days at least – and fully investigate the matter within 15 working days. If there is any delay, our Camp will advise the parent/carer of this and offer an explanation. The Camp 4-2-11 Owner will be responsible for sending a full and formal response to the complaint. The formal response to the complaint from our Camp will be sent to the parent/carer concerned and copied to all relevant members of staff if appropriate. The response will include recommendations for dealing with



POLICIES & PROCEDURES

the complaint and for any amendments for our Camp's policies or procedures emerging from the investigation.

If the Camp Manager has good reason to believe that the situation has child protection implications, she will inform that the local Social Services department, according to the procedure set out in the **Safeguarding** policy. If any party involved in the complaint has good reason to believe that a criminal offence has been committed, then they will contact the police.

The Camp 4-2-11 Owner and Camp Manager will then arrange a time with the parent/carer concerned and any other relevant individuals, such as members of staff, to discuss the complaint and our Camp's response to it. The Camp 4-2-11 Owner will judge whether it is best for all parties to meet together or if individual meetings are more appropriate.

At any stage if the child, parent or staff member is dissatisfied with the response or concerned about children's welfare they can make a complaint to Ofsted.

MAKING A COMPLAINT TO OFSTED

Any parent/carer can, at any time, submit a complaint to Ofsted about any aspect of registered childcare provision. Ofsted will consider and investigate all complaints received.

Camp 4-2-11 Registration Number: RP 515660

Ofsted Contact Details:

A: Ofsted National Business Unit, Piccadilly Gate, Store Street, Manchester, M1 2WD

T: 0300 123 1231

N.B. A review and update to this policy has been carried out on 04.01.22



SAFEGUARDING (CHILD PROTECTION)

Camp 4-2-11 believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to safeguarding all the children in our care from harm.

The Camp Manager and Camp 4-2-11 Owner are appointed as the Child Protection Officers (CPO). They will have suitable experience, training and expertise, and will be responsible for liaising with Local Authority Early Years Support Contacts and Ofsted in any child protection matter.

Our Camp's child protection procedures comply with all relevant legislation and other guidance or advice from the Gloucestershire Safeguarding Children Board in Gloucestershire County Council.

Our Camp is committed to reviewing the Safeguarding policy and procedures at regular intervals.

RECOGNISING CHILD ABUSE

Child abuse manifests itself in a variety of different ways, some obvious and others much less so. Our Camp will offer training to all staff in child protection. Those staff working for us who are awaiting formal training will have induction to recognise the signs and evidence of physical, sexual and emotional abuse or neglect from the CPO.

PHYSICAL ABUSE: This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

SEXUAL ABUSE: This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetration or non-penetrative acts. Showing children pornographic materials, sexual activities or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

EMOTIONAL ABUSE: Varying degrees of emotional abuse is present in virtually all child protection incidents but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved or inadequate, or making them feel unnecessarily frightened or vulnerable.

NEGLECT: Neglect is the persistent failure to meet a child's basic physical, emotional or physiological needs, such as is likely to have a severe impact on their



POLICIES & PROCEDURES

health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of a child.

STAFF SUPPORT AND TRAINING

Camp 4-2-11 is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to its staff. Therefore, our Camp will ensure that:

- All staff are carefully recruited, having verified references and have full and up to date Disclosure Barring Service checks.
- All staff are given a copy of this policy during their induction and have its implications explained to them.
- All staff are encouraged to undertake formal training in child protection issues within one year of starting work with our Camp.
- All staff are provided with supervision and support appropriate to their responsibilities in relation to child protection and their requirement to maintain caring and safe relationships with children.
- All staff are aware of the main indicators of child abuse.
- All staff are aware of the need to report the disclosure or discovery of abuse to the CPO.
- Our Camp will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and support fair procedures for staff.
- Any member of staff under investigation for the alleged abuse of a child will be subject to the provisions of the **Staff Disciplinary** policy.

SAFE CARING

All staff understand our Camp's Child Protection procedures and have had appropriate guidance in the principles of safe caring. To this end:

- Every effort will be made to avoid or minimise time when members of staff are left alone with children. If staff are alone with a child, the door of the room should be open, and another member of staff informed.



POLICIES & PROCEDURES

- Staff with Mobile phones and camera's will not be allowed to be used during the day unless in the allocated staff room.
- Offsite Mobile phone will be used during trips and the use of other mobile phones will only be used in an emergency.
- If a child makes inappropriate physical contact with a member of staff this must be recorded in the Camp 4-2-11 Log.
- Staff will never carry out a personal task for a child if they can do it themselves. Where this is essential, staff should help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany a child into the toilet. Staff are aware that this and other similar activities could be misconstrued.
- Staff will be mindful of how and where they touch a child, given their age and understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
- Any allegations made by a child against a member of staff will be fully recorded, including the actions taken, in the Camp 4-2-11 Log. In the event of a witness to an incident, they should sign the records to confirm this.

DEALING WITH ALLEGATIONS

Camp 4-2-11 is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. Our Camp will not carry out investigation itself into a suspected child abuse incident. On discovering an allegation or abuse, the CPO will immediately discuss concerns with the parent/carer (unless concerns amount to sexual or serious physical abuse) and seek medical attention if necessary.

The following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will report this to the CPO at the earliest opportunity possible.
- Staff are encouraged to trust their professional judgement, and if they suspect abuse, to report it.
- Full written records of any reported incidents will be produced and kept. Information will include full details of the alleged incident, details of all parties involved, any evidence or explanations offered, relevant dates, times and locations together with any supporting information from members of staff.



POLICIES & PROCEDURES

- The CPO will be responsible for ensuring that written records are dated, signed and kept confidentially.
- If an allegation of abuse is made against the Camp Manager, the Camp 4-2-11 Owner will be informed as soon as possible. They will then assume responsibility for the situation.
- Staff will ensure that all concerns and allegations are treated sensitively and confidentially.
- Any children involved in alleged incidents will be comforted and reassured.

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

1. Listen carefully to all the child has to say.
2. Make no observable judgement.
3. Ask open questions that encourage the child to speak in their own words.
4. Ensure the child is safe, comfortable and not left alone.
5. Make no promises that cannot be kept, such as promising not to tell anybody what they are being told.

SECTION ONE: ALLEGATIONS THAT MAY MEET THE HARMS THRESHOLD

This part of the guidance is about managing cases of allegations that might indicate a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children at Camp. This guidance should be followed where it is alleged that anyone working in the Camp that provides care for children under 18 years of age, including supply teachers, volunteers and contractors has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.



THE INITIAL RESPONSE TO AN ALLEGATION

Where Camp identifies a child has been harmed, there may be an immediate risk of harm to a child or if the situation is an emergency, they should contact children's social care and as appropriate the police immediately as per the processes explained in Part one of KCSiE 2021.

There are two aspects to consider when an allegation is made:

- Looking after the welfare of the child - the designated safeguarding lead is responsible for ensuring that the child is not at risk and referring cases of suspected abuse to the local authority children's social care as described in Part one of KCSiE 2021.
- Investigating and supporting the person subject to the allegation - the case manager should discuss with the LADO, the nature, content and context of the allegation, and agree a course of action.
- When dealing with allegations, schools and colleges should:
 - apply common sense and judgement;
 - deal with allegations quickly, fairly and consistently; and
 - provide effective protection for the child and support the person subject to the allegation.

Camp 4-2-11 should ensure they understand the local authority arrangements for managing allegations, including the contact details and what information the LADO will require when an allegation is made. Before contacting the LADO, Camp 4-2-11 should conduct basic enquiries in line with local procedures to establish the facts to help them determine whether there is any foundation to the allegation, being careful not to jeopardise any future police investigation. For example:

- was the individual in the school or college at the time of the allegations?
- did the individual, or could they have, come into contact with the child?
- are there any witnesses? and,
- was there any CCTV footage?

These are just a sample of example questions. Camp 4-2-11 should be familiar with what initial information the LADO will require. This information can be found in local policy and procedural guidance provided by the LADO service.

When to inform the individual of the allegation should be considered carefully on a case-by-case basis, with guidance as required from the LADO, and if appropriate



POLICIES & PROCEDURES

children's social care and the police.

If there is cause to suspect a child is suffering, or is likely to suffer significant harm, a strategy discussion involving the police and/or children's social care will be convened in accordance with the statutory guidance Working Together to Safeguard Children. If the allegation is about physical contact, for example restraint, the strategy discussion or initial evaluation with the LADO should take into account that teachers and other school and college staff are entitled to use reasonable force to control or restrain children in certain circumstances.

Where the case manager is concerned about the welfare of other children in the community or the member of staff's family, they should discuss these concerns with the designated safeguarding lead and make a risk assessment of the situation. It may be necessary for the designated safeguarding lead to make a referral to children's social care.

Where it is clear that an investigation by the police or children's social care is unnecessary, or the strategy discussion or initial assessment decides that is the case, the LADO should discuss the next steps with the case manager.

NO FURTHER ACTION

Where the initial discussion leads to no further action, the case manager and the LADO should:

- record the decision and justification for it; and,
- agree on what information should be put in writing to the individual concerned and by whom.

CONTRACTED STAFF

Whilst Camp 4-2-11 are not the employer of contracted staff, they should ensure allegations are dealt with properly. In no circumstances should Camp 4-2-11 decide to cease to use a staff member due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome.

The allegations management meeting which is often arranged by the LADO should address issues such as information sharing, to ensure that any previous concerns or allegations known to any other employers.

CONFIDENTIALITY AND INFORMATION SHARING

In an allegations management meeting or during the initial assessment of the case, the agencies involved should share all relevant information they have about the person who is the subject of the allegation, and about the alleged victim.



POLICIES & PROCEDURES

Where the police are involved, wherever possible Camp 4-2-11 should ask the police to obtain consent from the individuals involved to share their statements and evidence.

Camp 4-2-11 must make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

Legislation prevents the “publication” of material by any person that may lead to the identification of the teacher who is the subject of the allegation. “Publication” includes “any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public.” This means that a parent who, for example, published details of the allegation on a social networking site would be in breach of the reporting restrictions (if what was published could lead to the identification of the teacher by members of the public). In circumstances where Camp 4-2-11 need to make parents aware about an allegation, they should make parents and others aware that there are restrictions on publishing information.

FOLLOWING A CRIMINAL INVESTIGATION OR A PROSECUTION

The police should inform the LADO and Camp 4-2-11 immediately when:

- a criminal investigation and any subsequent trial is complete;
- it is decided to close an investigation without charge; or,
- it is decided not to continue to prosecute after the person has been charged.

In those circumstances, during the joint assessment meeting the LADO should discuss with the case manager whether any further action is appropriate and, if so, how to proceed. The information provided by the police and/or children’s social care should also inform that decision. The options will depend on the circumstances of the case and the consideration should take into account the result of the police investigation or the trial.

UNSUBSTANTIATED, UNFOUNDED, FALSE OR MALICIOUS ALLEGATIONS

If an allegation is determined to be unsubstantiated, unfounded, false or malicious, the LADO and the case manager should consider whether the child and/or the person who has made the allegation is in need of help or may have been abused by someone else and this is a cry for help. In such circumstances, a referral to children’s social care may be appropriate.



RETURNING TO WORK

Where it is decided on the conclusion of a case that a person who has been suspended can return to work, the case manager should consider how best to facilitate that. Guidance and advice are usually provided by LADO. Most people will benefit from some help and support to return to work after a stressful experience.

Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. The case manager should also consider how the person's contact with the child or children who made the allegation can best be managed if they are still attending Camp 4-2-11.

RECORD KEEPING

Details of allegations following an investigation that are found to have been malicious or false should be removed from personnel records, unless the individual gives their consent for retention of the information. However, for all other allegations, it is important that the following information is kept on the file of the person accused:

- a clear and comprehensive summary of the allegation;
- details of how the allegation was followed up and resolved;
- a note of any action taken, and decisions reached and the outcome as categorised above;
- a copy provided to the person concerned, where agreed by children's social care or the police; and,
- a declaration on whether the information will be referred to in any future reference.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.

Camp 4-2-11 has an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry (further information can be found on the IICSA website). All other records should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

The Information Commissioner has published guidance on employment records in its Employment Practices Code and supplementary guidance, which provides some practical advice on record retention. This can be found on the ICO website.



REFERENCES

Cases in which an allegation was found to be false, unfounded, unsubstantiated or malicious should not be included in employer references. Any repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated or malicious should also not be included in any reference. Substantiated allegations should be included in references, provided that the information is factual and does not include opinions.

NON-RECENT ALLEGATIONS

Where an adult makes an allegation to Camp 4-2-11 that they were abused as a child, the individual should be advised to report the allegation to the police. Non recent allegations made by a child, should be reported to the LADO in line with the local authority's procedures for dealing with non-recent allegations. The LADO will coordinate with children social care and the police. Abuse can be reported no matter how long ago it happened.

SECTION TWO: CONCERNS THAT DO NOT MEET THE HARM THRESHOLD

Camp 4-2-11 should have policies and processes to deal with concerns (including allegations) which do not meet the harm threshold set out above. Concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken. It is important that Camp 4-2-11 have appropriate policies and processes in place to manage and record any such concerns and take appropriate action to safeguard children.

LOW LEVEL CONCERNS

Camp 4-2-11 should ensure that they promote an open and transparent culture in which all concerns about all adults working on behalf of Camp 4-2-11 are dealt with promptly and appropriately.

Creating a culture in which all concerns about adults (including allegations that do not meet the harms threshold are shared responsibly and with the right person, recorded and dealt with appropriately, is critical. If implemented correctly, this should encourage an open and transparent culture; enable Camp 4-2-11 to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of Camp 4-2-11 are clear about professional boundaries.



WHAT IS A LOW-LEVEL CONCERN?

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold set out in PART ONE (above). A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of Camp 4-2-11 may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

It is crucial that any such concerns, including those which do not meet the harm threshold, are shared responsibly and with the right person, and recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of Camp 4-2-11 from potential false allegations or misunderstandings.

STAFF CODE OF CONDUCT AND SAFEGUARDING POLICIES

As good practice, Camp 4-2-11 should set out their low-level concerns policy within their staff code of conduct and safeguarding policies. They should make it clear what a low-level concern is and the importance of sharing low-level concerns, and an explanation of what the purpose of the policy is – i.e. to create and embed a culture of openness, trust and transparency in which the Camps values and expected behaviour which are set out in the staff code of conduct are constantly lived, monitored and reinforced by all staff.

As set out in Part two of this guidance, Camp 4-2-11 should ensure their staff code of conduct, behaviour policies and safeguarding policies and procedures are implemented effectively, and ensure appropriate action is taken in a timely manner.

Camp 4-2-11 can achieve the purpose of their low-level concerns policy by, for example:

- ensuring their staff are clear about what appropriate behaviour is, and are



POLICIES & PROCEDURES

- confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others;
- empowering staff to share any low-level safeguarding concerns.
 - addressing unprofessional behaviour and supporting the individual to correct it at an early stage;
 - providing a responsive, sensitive and proportionate handling of such concerns when they are raised; and,
 - helping identify any weakness in the Camp 4-2-11 safeguarding system.

RECORDING LOW-LEVEL CONCERNS

All low-level concerns should be recorded in writing. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.

Records must be kept confidential and held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, Camp 4-2-11 should decide if it is meeting the harms threshold, in which case it should be referred to the LADO.

Consideration should also be given to whether there are wider cultural issues within Camp 4-2-11 that enabled the behaviour to occur and where appropriate policies could be revised or extra training delivered to minimise the risk of it happening again.

REFERRING ALLEGATIONS TO CHILD PROTECTION AGENCIES

If the CPO has reasonable grounds for believing that the initial concerns raised with the parent/carer remain, or if the concerns were too serious to be discussed with the parent/carer in the first instance, the following procedures will be activated:

- Advice will be sought by contacting MASH (Multi Agency Safeguarding Hub) on 01452 426 565 (where a child welfare concern can be logged)
- If warranted the CPO should make a referral to the Children and Families Help Desk, on 01452 426565 within 24 hours (immediately if the concerns are about physical injury or sexual abuse.) The Children and Young People's Social Care department will then take responsibility for managing any subsequent enquiries.
- The CPO should confirm the details of the concern to the Children and Young People's Directorate, in writing, within 48 hours.



POLICIES & PROCEDURES

- At all times the safety, protection and interests of the child concerned will take precedence. The Manager and staff will work with and support parents/carers as far as they are legally able.
- Camp 4-2-11 will assist the Children and Young People's Social Care department and the police, as far as they are able, during any investigation of alleged abuse. This will include disclosing written and verbal information and evidence.
- OFSTED will be informed of any allegations of abuse against a member of staff, or any abuse that is alleged to have taken place on the premises or during a visit or outing.

CONTACTS

- MASH (Multi Agency Safeguarding Hub)
01452 426565 *option 3*
01452 614191 Out of Office Hours
- LADO (Local Authority Designated Officer) and Allegations
Nigel Hatten
01452 426994
Nigel.hatten@gloucestershire.gov.uk
- Allegations Management Co-ordinator
Jenny Kadodia
01452 426320
Jenny.kadodia@gloucestershire.gov.uk
- Children's helpdesk can be contacted
01452 426565
childrenshelpdesk@gloucestershire.gov.uk
- Gloucestershire Safeguarding Children Board
gcsb@gloucestershire.gov.uk
01452 583629
Safeguarding Children Service, Gloucestershire County Council, Room 133b, Block 4, Shire Hall, Gloucester, GL1 2TH
- Police
(out of hours) can be contacted on 101
In an emergency dial 999

N.B. A review and update to this policy has been carried out on 05.05.22



POLICIES & PROCEDURES



EARLY HELP

Camp 4-2-11's Early Help Offer is about children, young people and families getting the right help at the right time, before issues get worse. All children receive Universal Services however some children will need extra support in order to be healthy, safe and to achieve their potential. We want all our children and young people to achieve the best possible outcomes and receive the support they need when they need it most. Any child may benefit from early help, but all camp staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs.
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan).
- is a young carer.
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- is frequently missing/goes missing from care or from home • is at risk of modern slavery, trafficking or exploitation.
- is at risk of being radicalised or exploited.
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse.
- is misusing drugs or alcohol themselves.
- has returned home to their family from care.
- is a privately fostered child.

We recognise that pupils with SEND and have communication difficulties can be more prone to peer isolation than other children and can have possible abuse put down to their SEND and communication difficulties. We are committed to giving these children pastoral support to these children. We recognise the importance of contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. Gloucestershire have built one integrated, holistic Graduated Pathway of Early Help and Support. This pathway will enable practitioners to work with children, young people and their families ensuring they



POLICIES & PROCEDURES

receive the right support when they need it most. The purpose of early help is to prevent issues and problems becoming serious and harmful to the child, young person, family and community. When children and families need this extra support, they need it quickly. Provision of early help support can be at all stages of a child's life; pre-birth, during pregnancy, childhood or adolescence. Early Help in Gloucestershire – utilised by Camp 4-2-11. We believe that families are best supported by those who are already working with them, with additional support from local partners arranged as needed. Children and families are entitled to early help if and when they need it. It may also be provided through an increase in the levels of universal services, or services provided or commissioned in localities. When children and families need additional support, a coordinated multi-disciplinary approach led by a Lead Practitioner is usually best. When families -and professionals who are helping them - need more support, this can be requested from Early Help Partnerships. There are six Early Help Partnerships across Gloucestershire, and each has a fortnightly Allocations Group. These are made up of representatives of services who decide the help that's needed and offer advice, guidance and support to Practitioners. These groups are supported by Families First Plus teams in each District. To access support, a Request for Support form needs to be completed along with a Consent form from the family and sent to your locality Families First Plus inbox.

The developed pathway and supporting tools can be found at glosfamiliesdirectory.org.uk. For more information, please contact your local Families First Plus team:

Cheltenham	cheltenhamearlyhelp@gloucestershire.gov.uk	01452 328160
Cotswolds	cotswoldsearlyhelp@gloucestershire.gov.uk	01452 328101
Forest of Dean	forestofdeanearlyhelp@gloucestershire.gov.uk	01452 328048
Gloucester	gloucesterearlyhelp@gloucestershire.gov.uk	01452 328076
Stroud	stroudearlyhelp@gloucestershire.gov.uk	01452 328130
Tewkesbury	tewkesburyearlyhelp@gloucestershire.gov.uk	01452 328250

N.B. A review and update to this policy has been carried out on 01.04.22



DOCUMENTATION AND INFORMATION

Camp 4-2-11 recognises the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law.

Our Camp is aware of its obligations with regard to the storing and sharing of information under the Data Protection Act 1998 and is committed to complying with its regulations and guidance. The Camp 4-2-11 Owner, the Camp Manager and his/her staff are aware of the implications in so far as it affects their roles and responsibilities within our Camp as a whole.

Our Camp is committed to a code of openness with parents/carers with regard to its policies and procedures and the information that our Camp holds on their child/children. Records and information will be made available to parents/carers on request unless subject to an exemption. If, for any reason a request is refused then this decision and an explanation will be communicated in writing.

RECORD KEEPING

Ordinarily, information stored on a child will include:

- Birth Name (along with any other name the child is known)
- Date of Birth
- Gender
- School attended
- Ethnic background
- Religion
- Language spoken
- Home address and telephone number
- Parents/carers name
- Parents/carers place of work and telephone number
- Emergency contact names and telephone numbers
- Family Doctor's name, address and telephone number



POLICIES & PROCEDURES

- Details of any special health/behaviour issues
- Record of immunisation
- Parental consent for medical/photos/trips/ film ratings as specified
- Any other information relating to the child deemed by staff or parents/carers to be relevant or significant
- Names and signatures of people, authorised to collect children

N.B. A review and update to this policy has been carried out on 02.04.22



ADMISSIONS AND FEES

As a provider of registered childcare, Camp 4-2-11 is committed to providing a fair and open admission system, within certain constraints, and offers competitively priced and good value service.

ADMISSIONS

Any parent/carer who contacts us enquiring about a place for their child will be directed to our Web pages to obtain information about our Camp. They will need to register their child via our booking system before being able to use our Camp.

Holiday information and activity programmes will be advertised in advance of each session, in line with the date shown on our "Opening Times" document, published at the start of each academic year.

This booking procedure is based on a "first come, first served" basis.

FEES

Our Camp understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standard and sustainability of our Camp it must ask that parents/carers respect its policy in respect of fees.

The level of fees will be set by the Camp 4-2-11 Owner. All payments must be received before the start of the holiday session for which a booking has been made.

Reimbursement of trips/workshops, cancelled by the parent/carer, will only be given if we are able to allocate the place to someone on the waiting list.

Should a trip need to be cancelled or the venue changed, and parent/carer deem the alternative venue not suitable or required for their child a refund for the cost of the original trip would be given.

CHILDCARE VOUCHERS

Our Camp is happy to accept paper or E-vouchers for full or part payment of places booked for the holiday sessions.

Payment for trips and workshops cannot be made using the voucher system.



POLICIES & PROCEDURES

DEBTORS

If fees are not paid on time our Camp will notify the parent/carer via email and request payment at the earliest opportunity.

If fees are paid persistently late or not at all, and with no explanation, our Camp will be forced to terminate future bookings.

Parents/carers are encouraged to speak to the Camp 4-2-11 Owner if they have a query regarding the fees policy, or, if for any reason, they are likely to have difficulty making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest opportunity to avoid jeopardising their child's place at our Camp.

N.B. A review and update to this policy has been carried out on 01.04.22



POLICIES & PROCEDURES

ARRIVALS AND DEPARTURES

Camp 4-2-11 feels that it is important when children attend the setting they are made to feel welcome when they arrive, and when they leave at the end of their session we are secure that they have been collected by carers authorised to do so.

ARRIVALS:

Through the booking process we will record children who are either new to the Camp or apprehensive in any way about attending.

Staff will be aware, daily, of who these children are. All new families will be shown around the Camp and the children introduced to staff members looking after their group. Once parents leave, the children will remain with the staff looking after that group. Staff will involve the children in activities running and find them a buddy to play with of a similar age. The daily activities will be explained to them during information time and the Camp Leader in charge of their group will ensure that all children in that group understand what is happening throughout the day. Staff will observe children's behaviour throughout the day, in particular to those in the EYFS category, and a member of staff will report back to parents when their child is collected on their first day at the Camp and thereafter when necessary.

DEPARTURES:

When children are collected from our Camp the person collecting them must match the name/s shown on the Childs daily registers.

No child will leave our Camp without the Camp Manager being fully satisfied that the person collecting has been authorised to do so by the parent/carer of the child. Should a parent/carer need to arrange for a person to collect their child who is not on the registration list they must the Camp Manager, preferably in writing, when their child is dropped off at the start of a session or by telephone if necessary. The registers must be annotated to this effect.

LATE COLLECTIONS:

Children should be collected promptly by the end of the session for which they are booked in. Failure to do will result in, the first instance, a warning being given to the parent. Any subsequent late collections, and these are not restricted to the initial holiday session in which the incident occurred, will immediately result in a fine of £5 per child. Subsequent charges of £5 per child will be imposed for every further 15 minutes or part of 15 minutes that a child is late in being collected. If there are any children not collected by the designated end of session time, i.e. 1pm for morning children and 5.30pm for afternoon or full day children, a late collection



POLICIES & PROCEDURES

register will be used for parents to sign their children out. The main register must be annotated to this effect.

If children are later than 15 minutes in being collected from their end of session time and their parents have made no contact, action will be taken in accordance with our **Uncollected Children** policy.

N.B. A review and update to this policy has been carried out on 01.04.22



MOBILE PHONE & INTERNET USE

Camp 4-2-11 offers a 'culture of safety' in on which the children and staff mobile are protected from abuse, harm and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone; staff, children and parents. Abiding by the terms of the club's mobile phone policy ensures that we all:

- Protect children from harm and abuse.
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

For the purpose of this policy 'internal communications' is to be understood as communication between members of Camp 4-2-11 staff during working hours for work purposes. Camp 4-2-11 employ strict internal communication in order to maintain the safety of all children, members of staff and visitors on site, in line with our **Safeguarding Policy**.

Internal communication will occur using the:

- Camp 1 Manager's mobile
- Camp 2 Manager's mobile

THE PURPOSE OF INTERNAL COMMUNICATIONS IS:

- To enable members of staff to know where children are at any given time.
- To liaise with staff inside and out.
- To enable the safe movement of children within the club.
- For use in emergency situations.
- For collection and transition of children.

Should this policy be contravened a full report will be required by the Management of Camp 4-2-11 and Disciplinary procedures may be taken.

CAMP 4-2-11 CLUB MOBILE PHONES

The camp mobile phones do not have cameras or internet access and are used as internal communications between staff and between sites.

STAFF USE OF MOBILE PHONES



POLICIES & PROCEDURES

Personal mobile phones belonging to members of staff are switched to 'airplane mode' while children are on the premises and kept in a specific tray in the kitchen, out of the reach of children during this period.

If a member of staff needs to make or receive an urgent personal call, they can use the camp mobile phone or make a personal call from their mobile in the kitchen, out of sight of children and with the consent and knowledge of the Manager.

If a member of staff has a family emergency, they must give camp mobile phone as a contact number.

Under no circumstances may staff use their personal mobile phones for internal communication or to take photographs of children.

CHILDREN'S USE OF MOBILE PHONES

Whilst we understand that some children have mobile phones, they must be turned off and handed to a member of staff on arrival. Camp 4-2-11 does not accept any responsibility for loss or damage to mobile phones brought to camp by the children.

Children must not use their mobile phone to take photographs of any kind whilst at the club. If they want a photograph of a particular activity, they can ask a member of staff to take one using the Camp Manager's mobile and the Manager will email it to their parents in line with our **Safeguarding Policy, Data Protection and Photograph Policy**, ensuring that the children have appropriate consent.

PARENT'S USE OF MOBILE PHONES

Parents must not use their mobile phone or any other device - to take/make calls or take photographs within Camp 4-2-11. This includes taking photographs of their own children. If they want to have a photograph of their child involved in an activity or engaged in play, parents can ask a member of staff to take one using the Camp Manager's mobile and the Manager will email it to their parents in line with our **Safeguarding Policy, Data Protection and Photograph Policy**, ensuring that the children have appropriate consent.

Any parent who does not adhere to this will be asked to put their phone away and if they do not comply, then the Manager will ask them to leave and will complete an incident form if deemed necessary.

VISITORS' USE OF MOBILE PHONES

Visitors must not use their mobile phone or any other device to take/make calls or take photographs within the Camp 4-2-11 vicinity. Visitors are made away of our



POLICIES & PROCEDURES

Mobile Phone and Internal Communication Policy and will be asked to place their mobile phone in the box in the kitchen during the session.

Any visitor who does not adhere to Camp 4-2-11 policies, will be asked leave and the Manager will complete an incident form if deemed necessary.

CAMP MANAGER'S MOBILE PHONE

The Manager of Camp 4-2-11 will have access to the Camp Manager's mobile phone throughout session times and it must be switched on during camp working hours and throughout the day in order to correspond with parents and staff. The Manager's mobile will be used for:

- Correspondence with parents about cancellations, emergency spaces and also external calls. As the Manager is supernumerary, it is crucial that they have a phone on them and it is available at all times, so they can be contacted in an emergency. The Manager must have access to the internet in order to check emails and liaise with parents. Children will not have access to the Camp Managers phone and will not use it.
- At Camp 4-2-11, we use the owner's mobile to take photos/document evidence for EYFS journals, So Me pages, Website and reflective practice. We ensure that all photos are of children that have got permission for So Me. All devices are checked at the end of the session by the Manger and photos are deleted once they have been uploaded or printed and are not stored anywhere else.
- Children will not have access to the Manager's phone and will not use it.
- All Camp 4-2-11 mobiles remain the exclusive property of Camp 4-2-11 and should this policy be contravened a full report will be required by the Owner of Camp 4-2-11 and Disciplinary procedures may be taken.

N.B. A review and update to this policy has been carried out on 01.04.22



SAFER RECRUITMENT

1. INTRODUCTION

Safer recruitment is an important part of safeguarding children and is the first step to safeguarding and promoting the welfare of children in education. Camp 4-2-11 is committed to safeguarding and promoting the welfare of all pupils in its care and expects all staff and volunteers to share this commitment. Camp 4-2-11 see it is vital that there is a culture of safe recruitment and has adopted recruitment procedures that will deter, reject and identify people who might be unsuitable to work with children and young people. All elements of this Safer Recruitment Policy ensure that the recruitment and selection processes outlined: Meet the requirements of Keeping Children Safe in Education (KCSiE) September 2021 are robust have relevant vetting and checking procedures include a robust induction provide an ongoing training infrastructure This policy outlines the steps this school / academy will take to ensure those employed in this school are safe to work with children and young people and its main purpose is: to prevent unsuitable people working within our Federation to attract the best possible candidates to work in our camp to create and maintain a safe workforce The recruitment and selection process should ensure the identification of the person(s) best suited to the job at the camp based on the applicant's abilities, qualifications, experience and attitude as measured against the job description and person specification. All those involved in the recruitment and selection of key workers will ensure all processes are conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

2. ROLES AND RESPONSIBILITIES

It is the responsibility of Kate Hall to monitor and review the effectiveness of this policy and to be familiar with the DfE guidance 'Keeping Children Safe in Education 2018' and its specific requirements related to Safer Recruitment. It is the responsibility of Kate Hall to ensure that structures are in place to support the effective implementation of this policy and that all appropriate pre-employment checks are carried out on all staff who work at the camp. Kate hall and the site manager will ensure before convening any interview panel that at least one member of the interview panel has completed Safer Recruitment Training. The Interview Panel will ensure that child protection/safeguarding matters are central to the interview process. Any member of the team involved in the recruitment and selection process will ensure they comply with all the elements of this policy.

3. JOB DESCRIPTIONS

The Job Description will summarise the duties, responsibilities, content and context of a post. It will be clear, concise and a fair representation of the post. It will be reviewed and updated annually at appraisal and when a post becomes vacant. It will also confirm if the post is/is not suitable for any flexible working arrangements. The person specification will include the criterion "a satisfactory



POLICIES & PROCEDURES

DBS check at an enhanced level". All posts in this school have an element of safeguarding responsibility and this will be reflected in the job description and person specification. The Person Specification will provide a profile of the ideal person for the post. It will list the qualifications, experience, skills, personal attributes, attitudes and behaviours needed to undertake the duties and responsibilities of the post as detailed in the job description. Person specifications are divided into essential and desirable criteria. All criteria defined as essential will be on job-based grounds. The person specification will confirm how each essential requirement will be assessed during the whole selection process, e.g., at interview, on the application form etc. This criteria will not be changed after the post has been advertised. Candidates must demonstrate on their application form how they meet the criteria listed on the Person Specification in order to be shortlisted. A prescribed qualification/status will be used in a person specification if there is a legal requirement and if it can be objectively justified as essential for the role e.g., Manager, deputy, Playworker. Where a qualification is not essential and cannot be justified, the following paragraph will be stated in the person specification "if you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would still be interested in your application". Consideration will also be given when stating the length of experience required for the role to ensure equality of opportunity related to age.

4. APPLICATION FORM

The standard Gloucestershire County Council application form will be used for all vacancies. The application form is designed so that information regarding the age, disability, ethnic or racial origin and marital status of applicants is confined to the back page. With the exception of applicants who have a disability, shortlisting will be undertaken without this information being available. It will be removed by the camp administrator prior to shortlisting but will be recorded to ensure the governing body is able to monitor equality.

5. ADVERTISING

The purpose of an advertisement is to attract only the right type of person for the job. Advertisement will give information on the type, age range, location and size of the camp. Adverts will appear on the Camps website as a minimum but will be advertised on the following as appropriate Gloucestershire County Council weekly vacancy list, website, local press, Indeed, Gloucestershire Jobs. Consideration should also be given to advertising in other media to target under-represented groups. Camp 4-2-11 may decide that a post be filled from within the Camps current staff, such an appointment will be on the basis of internal advertisement and open internal competition. The aim of Camps adverts will be to give enough information about a vacant post to persuade suitable applicants to apply for further details. Adverts will: state the post title, function and pay (including any allowances) and contractual status - the appropriate pay range or hourly rate where appropriate will be included state clearly the hours/full-time equivalent and location contain brief information from the job description and essential criteria



POLICIES & PROCEDURES

from the person specification include the statement “Camp 4-2-11 is committed to safeguarding children and young people. All postholders are subject to a satisfactory DBS check.” contain language that is non-gender specific avoid phrases which imply age restrictions contain a contact number for an informal discussion about the vacancy, or to arrange a visit to the Camp, if appropriate specify a closing date for applications state the date of the interview(s)

6. THE RECRUITMENT INFORMATION PACK

Applicants responding to Camp adverts will receive appropriate information either electronically or via the Camps’ website about the post to assist them in deciding whether or not to proceed with an application. The main details which all applicants for posts will receive are: Application Form Covering letter - this will include details of the closing date, interview date (where known), telephone contact number, process for rejection, i.e., whether candidates should assume they have been unsuccessful after a certain date. The letter will confirm contact details if the candidate requires reasonable adjustments to be made. Details of the post being subject to a DBS check will also be included. Job Description and Person Specification Any specific job-related information (i.e., organisation chart and additional information) Safer Recruitment Policy The pack will normally be sent within 48 hours of the applicant’s request.

7. RECEIPT OF APPLICATION FORMS

The application form will be used for all Camps vacancies. CVs are not acceptable on their own. If a candidate submits only a CV before the closing date for the post, they will be given the opportunity to complete an application form with a request to return the completed form before the closing date. If an applicant is unable to complete an application form due to a disability, consideration can be made for accepting CVs if alternative formats are not suitable/available. Applicants must fully complete the application form. Any application form received and deemed to not be fully completed will not be shortlisted. Application forms received after the closing date will only be considered in exceptional circumstances, e.g. where proof of posting indicates undue delay through no fault of the applicant. Any decision made to accept an application after the closing date will be recorded with the reason(s). No shortlisting will take place until after the closing date. Personal information about the candidate such as age, gender and marital status on the Application Form will be detached from the body of the standard application form on receipt and not shown to anyone involved in the shortlisting.



8. SHORTLISTING

Shortlisting will be undertaken with reference to the set criteria as outlined in the job advertisement and will be undertaken by a panel or be delegated to the Executive Kate Hall, assisted by appropriate members of staff. A minimum of two people will always be involved in shortlisting. At least one of those who undertake the shortlisting process will also be involved in the subsequent selection/interview. If possible, one of these will be the line manager for whom the successful candidate will report to and wherever possible ensure a gender mix.

9. OBJECTIVE ASSESSMENT

Each application form will be carefully considered, and applicants will be assessed against the criteria listed in the person specification and job description. Those shortlisting will apply the criteria from the job description and person specification objectively based on the information provided within the application form. The selection criteria will be applied consistently to all applicants, whether internal or external, and each applicant will be dealt with in the same way. Candidates who are shortlisted must always meet the essential requirements of the post - the desirable criteria may be used as an additional filter to reach the final shortlist. Applicants, who do not have the formal qualifications specified, but can demonstrate skills of an equivalent standard; will still be considered for the shortlist.

10. NUMBERS TO SHORTLIST

If there is a large number of applicants who meet the essential criteria on the person specification, the selection panel may use the desirable criteria. If this is not effective in reducing the number, pre-screening may be used to reduce the numbers before the main selection process takes place.

11. RECORDING THE DECISION

The results of shortlisting will be recorded with clear reasons given for shortlisting or rejecting each applicant, and if appropriate marks allocated against the criteria on the person specification. Information obtained during the shortlisting process will be treated as confidential. Comments recorded as to why applicants were or were not included will not be disclosed outside of the selection panel, or only to an applicant who requests feedback on why they were not shortlisted for the vacancy.

12. THE INTERVIEW AND SELECTION PROCESS

The main objective of the interview / selection process will be to: determine each candidate's suitability for appointment as measured against the person specification and job description give all candidates a fuller picture of the job select the right person for the job.



POLICIES & PROCEDURES

13. CONTACTING SHORTLISTED CANDIDATES

All candidates will receive 5 days' notice of the date for interview (apart from exceptional circumstances). Candidates will receive written confirmation of their invitation to interview which will state the following: details of the nature of the selection process the selection panel the interview / selection process time and venue any reasonable adjustments which disabled candidates need in relation to the selection process confirmation of documents needed for evidence checking e.g. original certificates relating to professional or educational qualifications. posts that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be subject to a DBS check. All candidates will need to bring evidence of their identity with them to the interview.

14. VISITS BY CANDIDATES SHORTLISTED

Candidates are given an opportunity to visit the camp while it is operating and should be able to meet and talk to other members of staff who will not form part of the selection process.

15. VISITS TO CANDIDATES

Considerable care will be exercised where visits are arranged to the applicants' schools. All applicants will be visited, and information gathered in an agreed and systematic way. It will be clear in the job information that observations will form part of the overall assessment. Consistency of approach feeding back to the panel is essential to ensure fair treatment in this area. A common schedule of factors will be drawn up and applied to each visit.

16. SELECTION PANEL

The interviewing panel should be constituted according to the determination of the Governing Body. Interviews will be conducted by panels of at least two people.

17. THE INTERVIEW PROCESS

All vacancies will require a face-to-face interview which will explore each applicant's ability to do the job applied for as set out in the job description and person specification. During the interview candidates will be asked the same pre-prepared core questions. The process will give all candidates an equal chance to demonstrate their suitability for the job. Supplementary questions can be asked of candidates based on responses during the interview and also any questions which arose from the application form. All members of the interview panel must remain objective and ensure they give each candidate equal opportunity during the interview. Each panel member will be responsible for keeping clear, concise objective notes of the interview process which will be available to candidates should they so request afterwards. Any information disclosed by the candidate on their application form related to allegations, disciplinary action, cautions or convictions will be discussed during the interview. Candidates will have the opportunity at the end of the interview process to ask questions about the job or the school. Kate Hall will ensure the candidates are aware of the decision making timescales and how decisions will be communicated.



18. DECLARATION OF INTEREST

Any person on the interviewing panel who has any interest in, or is related to, any of the applicants will declare that interest or relationship so that all the other members of the interviewing panel are aware of it. If appropriate such a person may be removed or replaced on the selection panel.

19. OTHER SELECTION METHODS

The selection process will normally involve at least one other selection method in addition to the interview. A half day trial working with a manager or Kate Hall is usually put in place.

20. EQUALITY ISSUES

The interview panel will be mindful of Equality legislation to ensure questions do not indicate any form of discrimination; however, issues of disability which may affect the job should be addressed positively and discussed during the interview. Kate Hall will discuss with the candidate during the interview, what reasonable adjustments would be required in order to fulfil the role of the post. If the post is exempt from the Rehabilitation of Offenders Act 1974, evidence of the candidate's identity will be checked and recorded before the end of the interview. This will be included on the person specification.

21. ASYLUM AND IMMIGRATION CHECK

In line with the Asylum and Immigration Act 1996, the camp is required to check that employees are legally able to reside and work in the UK. To adhere to this requirement, candidates for interview will be asked to bring with them a copy of one of the following: A passport showing that the holder is a British citizen or has a right of abode in the UK. A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card. A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland. A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from a European Economic Area country or Switzerland who is resident in the UK. A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit. An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment. If the applicant is unable to produce a document from the list above, then they must produce two documents from the Asylum and Immigration checklist. A photocopy of the relevant document will be taken and kept as part of the employee's personal file.



22. FEEDBACK

Kate Hall will contact each candidate (whether successful or not) to be offered feedback on how they performed during the process. This will normally be within 5 working days of the interview.

23. PRE-EMPLOYMENT CHECKS

Appointments are subject to all of the pre-employment checks detailed below and any offer of employment will be conditional subject to satisfactory receipt of all such checks. Once all the pre-employment checks have been received and deemed to be satisfactory by Kate Hall, an unconditional offer of self-employment will be confirmed.

24. REFERENCES

References will be requested for all shortlisted candidates (including internal candidates) prior to interview and in sufficient time for them to be made available to the interviewing panel except when a candidate requests clearly on their application form no contact with their referee(s) until they have been formally offered the post in question. An offer of appointment will not be confirmed until all references have been received and are deemed to be satisfactory. If electronic references are received, then a check will be carried out to ensure they are from a legitimate source. Internal references will only be taken from someone in authority and not a colleague. Kate Hall will contact the referee directly in order to clarify any aspect of the reference. Any telephone discussion with a referee will be recorded with full notes being kept of the conversation. References received will, on request, be disclosed to applicants under Data Protection and Freedom of Information law. Interview / selection panel members should not act as a referee unless in exceptional circumstances (this will sometimes happen, particularly with internal candidates). Candidates will be asked to name an alternative referee. References will be used to check the appointment and to reinforce decisions made as part of the interview / selection process. References will be checked against information on the application form and from the interview / selection process.

25. INFORMATION TO REFEREES

Requests for references will be on Camp 4211's standard reference request form. Requests will be accompanied by the job description and person specification.

26. USE OF REFERENCES

References received before the interview process will be checked by Kate Hall. References will be shared with the camp manager after the interview. Kate Hall will clarify or probe any discrepancies from within the reference during the interview if appropriate.



27. NEED FOR REFERENCES

At least two references will be required, one from the current employer and one from the other most recent employer. A reference will also be requested from a previous school / education employer should the current and most recent not be. In addition, a reference may also be requested from a previous employer when a candidate worked with children. References will be sought directly from the referee. References provided directly by the candidate with the application form or at interview will not be accepted. Previous employers not named as referees may be contacted to clarify any anomalies or discrepancies. This will only be in relation to administrative details and not used as an informal means of canvassing views as to any applicant's potential suitability for the post being applied for. On such occasions, the candidate will be notified in the first instance.

28. QUALIFICATIONS

All shortlisted candidates will be asked to bring with them to interview any relevant original qualification certificates (i.e., stated as essential requirements in the person specification). If these documents are not available at the interview, Kate Hall will inform the candidate that, if successful, they will be required to provide the certificates prior to the offer of employment being confirmed.

29. MEDICAL FORM

The medical form will be filled in stating team members doctor and emergency contact, any allergies or medical conditions.

30. DISCLOSURE AND BARRING SERVICE CHECKS (DBS)

All posts which involve working directly with children, young people in school are exempt from the Rehabilitation of Offenders Act (1974), Section 4 (2) by virtue of the Rehabilitation of Offenders Act (1974) (Exemption) (Amendment) Order 1986. Candidates for these posts are obliged to declare any pending court actions, all previous criminal convictions, bind over orders or cautions, which for other posts would be considered spent. Failure to disclose this information could lead to the offer of employment being withdrawn. All posts within this Federation require an enhanced DBS certificate. Therefore a satisfactory DBS certificate must be obtained prior to a new employees start date. The successful employee will be required to provide the DBS certificate to Kate Hall Head Teacher as soon as possible after receiving it. A criminal background will not automatically debar an applicant from employment. Where a DBS check discloses information not previously disclosed by the individual and discussed at interview stage, they must be interviewed by Kate Hall who will make a final decision as to whether or not employment will be confirmed. Information given by candidates will be treated in the strictest confidence. Access to the information given will be restricted to those with legitimate need to see it.

31. OVERSEAS APPLICANTS AND CHECKS

If a candidate has lived or worked overseas in the five years prior to appointment, a 'Certificate of Good Conduct' must be obtained and provided by the candidate.



POLICIES & PROCEDURES

If an applicant is unable to obtain the document they must provide evidence confirming the attempts made and then a risk assessment will be undertaken by the Executive Head Teacher regarding confirmation of employment. All other pre-employment checks must be satisfactorily completed.

32. CHILDCARE DISQUALIFICATION DECLARATION

All appropriate applicants must complete the camps self-declaration form in relation to the Childcare Disqualification Regulations 2009. Where a positive declaration is made Kate Hall Head Teacher will meet with the individual to discuss the declaration further. Employment will not commence until appropriate decision is made by Kate Hall Head Teacher.

33. TEACHERS STATUS & PROHIBITION CHECK

The camp will undertake a check against the Department for Education 'Employer Online Service' to confirm that a teacher has qualified teacher status and is not prohibited from teaching.

34. PROOF OF IDENTITY AND RIGHT TO WORK IN THE UK (ASYLUM AND IMMIGRATION ACT)

All applicants will be required to provide evidence of identity in line with the Asylum and Immigration Act 1996. The Federation is required to check that employees are legally able to reside and work in the UK. To adhere to this requirement, candidates for interview will be asked to bring with them appropriate evidence of identity.

35. OFFER OF APPOINTMENT

The offer of employment will be confirmed in writing to the successful candidate(s) as soon as possible after the interview. This will be a conditional offer of employment and is subject to satisfactory receipt of all pre-employment checks. Once all pre-employment checks have been satisfactorily received a formal unconditional offer of appointment will be confirmed in writing by Kate Hall to the successful candidate. Within 2 weeks of the successful candidates start date, the individual will receive a job description, rate of pay and policies and documents to read.

35. EQUALITIES ISSUES

If a candidate requires any adjustments to be made to enable them to do the job, these will be discussed with the individual prior to their start of employment.

36. PROBATIONARY PERIODS

All new support staff employees will be subject to a probationary period and this will be confirmed in the unconditional offer of employment and the Statement of Written Particulars. Probationary service shall not apply to any member of staff with previous continuous service with another local authority, or with other previous service accepted by the Federation as appropriate to the post being filled.



POLICIES & PROCEDURES

37. SINGLE CENTRAL RECORD

Camp 4-2-11 will keep a single central record of all the pre-employment checks of employees (including supply staff) who work in the school in accordance with KCSiE and Ofsted. Volunteer information will also be part of this record.

38. INDUCTION & ONGOING TRAINING

All new employees will be subject to the Camp 4-2-11 process during their first camp. In addition, Camp 4-2-11 recognises that as part of its commitment to create a safe workforce and culture it needs to ensure all staff receive appropriate personal and professional development. The aims of Camp 4-2-11 induction process are to: familiarise employees with their new environment be aware of the appropriate behaviours and standards of conduct expected help them to develop skills and the knowledge to do their job gain an awareness to how their post relates to the rest of the camp gain an awareness of the culture of the camp become a motivated and effective member of staff as quickly as possible Training opportunities will be identified and agreed during an employee's annual appraisal. Kate Hall will ensure all employees receive appropriate training in accordance with any statutory or Camp requirements/priorities as well as to ensure its on-going commitment to developing playworkers.

39. MONITORING AND REVIEW

Kate Hall will monitor the outcomes and impact of this policy on an annual basis.

N.B. A review and update to this policy has been carried out on 01.04.22



ACCEPTABLE USE & CONFIDENTIALITY

EMAIL / INTERNET

- Users are responsible for all e-mails sent and for contacts made that may result in email being received.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- You are responsible for the security of your passwords.

USE OF PHOTOGRAPHS, VIDEO AND DIGITAL IMAGES

- Taking photographs of pupils must only be done using the camp iPad and the images may only be sent to Kate Hall & Ops Manager.
- Camp iPad must not be taken home.
- Taking photographs using a mobile phone is not permitted.
- Relevant permission from parents or guardians must be obtained before photographs of children are taken for use and before putting images on the camp website & social media platforms.

USE OF MOBILE PHONES BY STAFF

- The school allows staff to bring in personal mobile phones for their own use.
- Staff use of mobile phones during their working camp day should be:
 - a. outside their contracted hours; and
 - b. discreet and appropriate e.g., not in the presence of children.
- Staff must not share their personal contact details.
- Camp Managers are permitted to carry their mobile phone around for in an emergency or the need to be contacted by Kate Hall in matters relating to children in their care.
- Professional tone to be used in all phone calls made and text messages sent using work phones.



POLICIES & PROCEDURES

SOCIAL MEDIA

- Staff members must not identify themselves as employees of Camp 4-2-11 in their personal webspace apart from professional websites such as LinkedIn. This is to prevent information on these sites from being linked with the camp and to safeguard the privacy of staff members.
- Members of staff must not make contact through any personal ICT or social medium with any child, whether from our camp or any other camp, unless the child is your own family member OR an existing close family friend.
- Staff must not have social media contact with any children's family members (parents, carers) unless they are a family member OR an existing close family friend.
- Staff should never agree to be children's Facebook friends.
- On leaving camp contracted-employment, staff members must not contact children by means of personal social media sites. Similarly, staff must not contact children from their former schools or camps by means of personal social media.
- Any information staff members have access to as part of their employment, including personal information about children and their family members, colleagues, must not be discussed on their personal webspace or social media sites.
- Camp email addresses and other official contact details must not be used for setting up personal social media accounts or to communicate through such media.
- Camp logos or brands must not be used or published on personal webspace or social media sites (apart from professional websites such as LinkedIn)
- Camp does not permit personal use of social media or the internet during camp hours. Access to social media sites for personal reasons is not allowed during the camp day (apart from during breaks).
- Caution is advised when inviting work colleagues to be friends on personal social networking sites. Staff must not use social media and the internet in any way to attack, insult or defame children, their family members, colleagues, other professionals and other organisations.



POLICIES & PROCEDURES

- Staff members are advised to set their privacy levels of their personal social media sites as strictly as they can and to opt out of public listings on social media sites to protect their own privacy.

BREACHES OF THE POLICY

- Any breach of this policy may be investigated and may lead to disciplinary action being taken against the staff member/s involved in line with Camp Disciplinary Policy and Procedure.
- A breach of this policy leading to breaches of confidentiality, or defamation or damage to the reputation of the camp or any illegal acts or acts that render the camp liable to third parties may result in disciplinary action or dismissal.

N.B. A review and update to this policy has been carried out on 01.04.22



POLICIES & PROCEDURES

E-SAFETY

All staff members of Camp 4-2-11 must adhere to the following code of conduct:

- Treat all children with equal concern and with respect and dignity
- Always put the welfare of each child first
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Ensure that if any form of manual/physical support is required, it should be provided openly and according to the child's needs as identified in partnership working with parents and other relevant professionals involved in the child's care
- Make activities inclusive, fun, enjoyable and promote fair play
- Be an excellent role model
- Recognise the developmental needs and capacity of children including those with additional needs - avoiding excessive training or competition and not pushing them against their will. Providing opportunities that will challenge but are achievable
- Ensure each and every child has the best possible time with Atlas Camps
- Be punctual, where clean and appropriate uniform at all times

Online safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences. The camps online policy will operate in conjunction with other policies including: Safeguarding (Child Protection Policy), Behaviour Policy, Anti-bullying and Hate Policy and Data Protection Policy.

TEACHING AND LEARNING

- Internet derived materials by staff and by pupils must comply with copyright laws.

MANAGING INTERNET ACCESS

- Virus and Spyware protection will be installed and updated regularly.
- Login details must not be shared.

EMAIL

- Staff may only use approved e-mail accounts at camp.
- Staff must immediately tell Kate Hall if they receive offensive e-mail.
- Staff must treat emails with links or attachments as suspicious and not open any links unless they know they are safe.



POLICIES & PROCEDURES

- The contact details on the website should be the Camp address, e-mail and telephone number.
- Staff or pupils' personal information will not be published.

PUBLISHING CHILDREN'S IMAGES AND WORK

- A child's full name will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the Camp website.

SOCIAL NETWORKING AND PERSONAL PUBLISHING

- Children will be advised never to give out personal details of any kind which may identify them or their location.
- Staff must not communicate with children using public social networking sites such as Facebook, Twitter, Tick Tock, Snapchat etc.

E-SAFETY AND KEEPING CHILDREN SAFE IN EDUCATION 2021

It is essential that children are safeguarded from potentially harmful and inappropriate online material. An effective whole Cam approach to online safety empowers the Camp to protect and educate children and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate.

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

Content: being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.

Contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.



POLICIES & PROCEDURES

Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online Bullying.

Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.

N.B. A review and update to this policy has been carried out on 01.04.22



STAFF CODE OF CONDUCT

All staff members of Camp 4-2-11 must adhere to the following code of conduct:

- Treat all children with equal concern and with respect and dignity.
- Always put the welfare of each child first.
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Ensure that if any form of manual/physical support is required, it should be provided openly and according to the child's needs as identified in partnership working with parents and other relevant professionals involved in the child's care.
- Make activities inclusive, fun, enjoyable and promote fair play.
- Be an excellent role model.
- Recognise the developmental needs and capacity of children including those with additional needs - avoiding excessive training or competition and not pushing them against their will.
- Provide opportunities that will challenge but are achievable.
- Ensure every child has the best possible time at Camp 4-2-11.
- Be punctual.
- Clean and appropriate uniform at all times.

N.B. A review and update to this policy has been carried out on 01.04.22