Summer Camps @ Wrekin College

Policies and Procedures

- This policy should be read in conjunction with the Wrekin College Safeguarding and Child Protection Policy Guidelines
Administering Medication Policy

If a child attending Summer Camps @ Wrekin College requires prescription medication of any kind, their parent or carer must complete a Permission to administer medicine (p37) form in advance. Summer Camps @ Wrekin College staff will not administer any medication without prior written consent.

Ideally children should take their medication before arriving at the summer camps. If this is not possible, children will be encouraged to take personal responsibility for their medication, if appropriate. If children carry their own medication (eg asthma inhalers), staff will offer to keep the medication safe until it is required. Inhalers must be labelled with the child’s name.

Staff can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child’s name, the date, the type of medicine and the dosage.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record medication on a Record of Medication Given (p40), will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:
- Check that written consent has been given.
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:
- Record all relevant details on the Record of Medication Given (p40) form
- Ask the child’s parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child’s parent or carer, the designated person will record this on the Record of Medication Given (p40).

If a child refuses to take their medication, staff will not force them to do so. The Camp Organiser and the child’s parent or carer will be notified, and the incident recorded on the Record of Medication Given (p40).

Certain medications require specialist training before use, eg Epi Pens. There will be a member of staff on site who is trained in the use of Epi Pens. At least one member of staff will hold a first aid at work qualification. Where specialist training is required, only appropriately trained staff may administer the medication.

A child’s parent or carer must complete a new Permission to Administer Medication (p38) form if there are any changes to a child’s medication (including change of dosage or frequency).
If a child suffers from a long term medical condition the child's parents will need to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that the summer camps staff have a clear statement of the child's medical requirements.

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<th>This policy was adopted by: Summer Camps @ Wrekin College</th>
<th>Date: 11/5/2018</th>
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<tr>
<td>Reviewed: 12/07/2019</td>
<td>Signed:</td>
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Aggressive Behaviour Policy

Summer Camps @ Wrekin College do not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our summer camps are a place of safety and security for the children who attend and for the staff who work here.

Unacceptable behaviour

Unacceptable behaviour includes, but is not limited to, the following:

• Shouting at members of staff, whether in person or over the telephone
• Physically intimidating a member of staff, eg. standing too close or blocking their exit
• Using aggressive or abusive hand gestures, eg. shaking a fist towards another person
• Any other threatening behaviour, both physical and verbal
• Swearing
• Physical violence: pushing, hitting, slapping, punching or kicking
• Spitting
• Racist or sexist or otherwise abusive comments.

At Summer Camps @ Wrekin College we do not tolerate such behaviour whether it is directed at the staff or at any of the children in our care.

Procedure

If a parent, carer or member of the public behaves in an unacceptable way towards a member of staff or a child attending the summer camps, we will take the following steps:

• In order to ensure the safety of the children and to limit possible distress, we will remove them from the vicinity of the incident.
• The Camp Organiser or Camp Leader will seek to resolve the situation through calm discussion.
• If the individual wishes to make a complaint we will encourage them to follow the Complaints Procedure – see page 14 for Complaints Policy.
• If the individual continues to behave in an aggressive and intimidating manner, we will insist that they calm down or leave the premises immediately.
• If the individual refuses to calm down or leave the premises, the Camp Organiser will contact the on-site security or police without delay.

When the immediate incident has been resolved, the Camp Organiser and staff will reflect on the incident, and decide whether it is appropriate to exclude for a period of time or permanently. The decision will take into account both the seriousness of the incident and whether the individual has behaved aggressively before.

If we decide that a ban is appropriate, we will write to the individual concerned to inform them of the reasons for the ban and its duration.

Related policies

See also: Equalities policy (p16), Complaints policy (p14), Safeguarding policy (p41-43).

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<td>Signed:</td>
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<td>Child’s name:</td>
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<td>Address:</td>
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<td>Date of birth:</td>
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<td>Doctor’s name:</td>
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<td>Doctor’s address:</td>
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<td>Allergy to / triggered by?</td>
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<td>Reactions/symptoms include:</td>
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<td>Treatment:</td>
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<tr>
<td>Medicine form attached?</td>
<td>Yes ☐ No ☐ (tick as appropriate)</td>
</tr>
<tr>
<td>Parent / Carer’s name:</td>
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<td>Contact details:</td>
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Summer Camps @ Wrekin College

Anti-Bullying Policy

Summer Camps @ Wrekin College provides a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our summer camps. Bullying behaviour is unacceptable in any form and will not be tolerated. Staff, children and parents or carers will be made aware of the summer camp’s position on bullying.

Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the Camp Organiser. An account of the incident will be recorded in an Incident Record (p28-29). All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

Summer Camps @ Wrekin College will ensure that:

- The Designated Safeguarding Lead (DSL) undertakes regular training, where bullying is identified as abuse in its own right;
- All members of staff develop their understanding of the signs and indicators of bullying and its direct abuse;
- All members of staff know how to respond to a child who discloses bullying;
- Our procedures will be regularly reviewed and updated;
- All new members of staff will be given a copy of our anti-bullying policy as part of their induction programme.

Responsibilities

- The Designated Safeguarding Lead, is responsible for:
  - Adhering to the SCB with regard to referring a child if there are concerns about possible bullying abuse;
  - Keeping written records of bullying and concerns about a child even if there is no need to make an immediate referral for action;
  - Ensuring that all such records are kept confidentially and securely and are separate from pupil records.

Aims

The aims of this policy are:

- To provide a caring, friendly and safe environment for all children so that they can enjoy their time on the summer camps in a secure atmosphere;
- To raise awareness of all staff of the need to safeguard bullied children, and of their responsibilities in identifying and reporting possible cases of this form of abuse;
- To provide a systematic means of monitoring children known or thought to be at risk of harm from bullying;
- To emphasise the need for good levels of communication between all members of staff;

If bullying does occur, all children should feel that they are able to tell a member of staff and know that incidents will be investigated promptly and effectively.

The Problem

Bullying by its very nature is insidious because young people are likely to feel that “telling” will only make matters worse for themselves, and leave them even more at the mercy of the bully/bullies.
Any strategy for dealing with bullying must ensure that it protects the child or young person being bullied. For example, it is more appropriate for a member of staff to approach the bully on the basis “We know what is going on” rather than to say that it was the victim who brought the matter to their notice.

**Bullying can be:**

- Verbal
- Electronic
- Psychological
- Physical
- Social
- An abuse of power

Summer Camps @ Wrekin College defines bullying as the repeated harassment of others through emotional, physical, psychological, verbal or electronic (mobile phones and social networking) abuse.

- **Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.
- **Psychological:** Behaviour likely to create a sense of fear or anxiety in another person.
- **Emotional:** Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel ‘left out’ of a game or activity, passing notes about others or making fun of 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.

Racial harassment can take any of the forms of bullying listed above but is motivated by the victim’s colour, race, nationality, or ethnic or national origins. Incidents of racial harassment will be recorded as such on the **Incident Record (p28-29)**. (See our **Equalities Policy (p16)** for more information on how we deal with and challenge discriminatory behaviour.)

**Direct and Indirect Bullying**

It is important to distinguish between those who are bullies, those who are victims and those who are ‘onlookers’. Sometimes bullies operate in private, quiet places but on occasions they feel confident enough to bully in public, they believe that no one will stop them. If you simply remain an onlooker you are condoning the bully’s behaviour and in a sense you are part of the bullying.

**Emotional and physical symptoms linked to bullying**

The following symptoms might be observed in an individual who is being bullied. We realise that other things can cause similar symptoms.

<table>
<thead>
<tr>
<th>Emotional</th>
<th>Physical</th>
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<tbody>
<tr>
<td>Lost confidence</td>
<td>Sleeplessness</td>
</tr>
<tr>
<td>Loss of self-esteem</td>
<td>Nausea</td>
</tr>
<tr>
<td>Irritability</td>
<td>Shaking</td>
</tr>
<tr>
<td>Aggression</td>
<td>Heart racing</td>
</tr>
<tr>
<td>Anxiety</td>
<td>Laziness</td>
</tr>
<tr>
<td>Panic attacks</td>
<td>Skin complaints</td>
</tr>
<tr>
<td>Depression</td>
<td>Stomach aches</td>
</tr>
<tr>
<td>Suicidal thoughts</td>
<td>Migraine and headaches</td>
</tr>
</tbody>
</table>

**Bullying and Children with Special Educational Needs or Disabilities**

Children with SEN or disabilities are particularly vulnerable and can face additional safeguarding challenges. Some children are at risk of having their body language and behaviour misinterpreted by other children, young people and adults. This can lead them into difficulties as others may focus on their differences, or react to the individual’s odd behaviour. It is important to note that additional barriers can exist when recognising abuse or neglect in this group of children.
This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further investigation;
- Children with SEN and disabilities can be disproportionately impacted by things like bullying - without outwardly showing any signs;
- Communication barriers and difficulties in overcoming these barriers.

**Banter:** "abuse is abuse and should never be tolerated or passed off as ‘banter’ or ‘part of growing up’. KCSIE September 2016.

Because such judgements often require sophisticated knowledge and understanding all staff MUST err on the side of caution. It is better to discuss a hundred cases where no abuse is occurring than to miss one case because a wrong assumption has been made. If there is any worry or concern about a child it must be discussed with the DSL.

**Preventing bullying behaviour**

Staff will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
- Discussing friendships and encouraging group and team play
- Encouraging children to report bullying without fear
- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated
- Exploring the consequences of bullying behaviour with the children.

**Responding to bullying behaviour**

Summer Camps @ Wrekin College acknowledges that despite all efforts to prevent it, bullying behaviour can occur on occasion. Should such incidents occur, we will follow the procedure outlined below:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child witnesses bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children on the summer camps, they will inform the Camp Organiser.
- Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour.
- If the bullying persists, the parents/carers will be informed and we will work with them to try to resolve the issues.
- If this fails to stop the bullying, more serious actions may have to be taken, as laid out in the Suspensions and Exclusions (p47-48) Policy.
- All incidents of bullying will be reported to the Camp Organiser and will be recorded on an Incident Record (p28-29). The Camp Organiser and other relevant staff will review the summer camps procedures in respect of bullying, to ensure that practices are relevant and effective.

This policy was adopted by: Summer Camps @ Wrekin College  Date: 11/05/2018
Reviewed 12/07/19  Signed:
Summer Camps @ Wrekin College
Arrivals and Departures

Summer Camps @ Wrekin College recognise the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The Camp Organiser will ensure that an accurate record is kept of all children on the summer camps, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during the sessions.

Arrivals

• Our coaches will greet each child warmly on their arrival and will record the child’s attendance in the daily register straightaway, including the time of arrival.

• Parent/Carer will be given a Registration Card, with a unique number that will be recorded next to the child’s name on the register.

• We start registration from 9.00am until 9.15am (unless extended hours have been paid for, in which case registration opens at 8.30am). We are unable to supervise children before 8.30am.

• We require as much notice as possible if any children are running late.

Departures

• Staff will ensure that parents or carers sign children out before they leave, including the time of collection. Collection time is 4.30pm (unless Extended Hours have been paid for).

• Upon collection, the Registration Card, given in the morning, must be returned.

• In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child’s parents or carers must inform the summer camps staff in advance and provide a description of the person and the Registration Card given must be returned. If the Camp Leader has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.

• The parent or carer must notify the Camp Organiser staff if they will be late collecting their child.

• No children will be allowed to leave the Summer Camps alone at the end of the session.

Absences

• If a child is going to be absent from a session, parents must notify the summer camps in advance.

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Behaviour Management Policy

Summer Camps @ Wrekin College use effective behaviour management strategies to promote the welfare and enjoyment of children attending. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies. The camp rules are clearly displayed at every session, and are discussed regularly.

 Whilst at Summer Camps @ Wrekin College we expect children to:

• Use socially acceptable behaviour
• Comply with the camp rules, which are compiled by the children attending the summer camps
• Respect one another, accepting differences of race, gender, ability, age, disability and religion
• Develop their independence by maintaining self-discipline
• Participate in a variety of activities
• Ask for help if needed
• Enjoy their time on the courses.

Encouraging positive behaviour

At Summer Camps @ Wrekin College, positive behaviour is encouraged by:

• Staff acting as positive role models
• Praising appropriate behaviour
• Rewarding good behaviour/performance
• Informing parents about individual achievements
• Offering a variety of play opportunities to meet the needs of children attending the summer camps

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

Dealing with inappropriate behaviour

• Challenging behaviour will be addressed in a calm, firm and positive manner.
• In the first instance, the child will be temporarily removed from the activity.
• Staff will discuss why the behaviour displayed is deemed inappropriate.
• Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
• Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
• If the inappropriate behaviour appears to be as a result of boredom, staff will consult with the child to find activities that more fully engage them.
• Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
• We will not threaten any punishment that could adversely affect a child’s well being

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, we may decide to exclude the child in accordance with our
Suspensions and Exclusions (p47-48) policy. The reasons and processes involved will be clearly explained to the child and parents.

**Intervention**

Intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. The incident will be discussed with the parent or carer as soon as possible.

All serious incidents will be recorded on an Incident Record (p28-29) and kept in the Summer Camps file. This may be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our Safeguarding (p41-43) policy.

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# Summer Camps @ Wrekin College
## Complaints Record

**Date of complaint:**

**A: Source of complaint**

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<thead>
<tr>
<th>Source of Complaint</th>
<th>Parent (in writing, including email)</th>
<th>Parent (in person)</th>
<th>Parent (phone call)</th>
<th>Staff member</th>
<th>Anonymous</th>
<th>Other (please state)</th>
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<tbody>
<tr>
<td>Parent</td>
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**B: Nature of complaint**

(please tick all welfare requirements to which the complaint relates)

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<th>Nature of Complaint</th>
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<tr>
<td>1: Child protection</td>
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<td>2: Suitable people</td>
<td>☐</td>
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<tr>
<td>3: Staff qualifications, training, support and skills</td>
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<td>4: Staff:child ratios</td>
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<td>5: Promoting good health</td>
<td>☐</td>
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<tr>
<td>6: Managing behaviour</td>
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<td>7: Safety and suitability of premises, environment and equipment</td>
<td>☐</td>
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<tr>
<td>8: Equal opportunities</td>
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<tr>
<td>9: Information and records</td>
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Please give details of the complaint:
### C: How it was dealt with

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<tr>
<th>Internal investigation</th>
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<td>Investigation by other (please state):</td>
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**Please give details of any internal investigation**

### D: Actions and outcomes

<table>
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<th>Internal actions</th>
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<tbody>
<tr>
<td>No action</td>
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<tr>
<td>Actions imposed or agreed with other agencies</td>
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**Please give details:**

**Has a copy of this record been shared with parents? Yes or No**

**Name of recorder:**

**Outcome notified to parent:**

**Date:**

**Position:**

**Name:**

**Signature:**

**Date completed:**
Summer Camps @ Wrekin College
Complaints Policy

At Summer Camps @ Wrekin College we aim to work in partnership with parents to deliver high quality coaching opportunities for everyone. If, for any reason, we fall short of this goal, we would like to be informed in order to amend our practices for the future. Records of all complaints are kept for at least three years.

The Camp Organiser is usually responsible for dealing with complaints. If the complaint is about the organiser, the registered senior member of staff (Director of External Relations) will investigate the matter. Any complaints received about staff members will be recorded on an Incident Record (p28-29) and a Complaints Record (p12-13) will be completed. Any complaints made will be dealt with in the following manner:

Stage one

Complaints about aspects of the course activity:
- The Camp Leader or Camp Organiser will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.

Complaints about an individual staff member:
- If appropriate the parent will be encouraged to discuss the matter with staff concerned.
- If the parent feels that this is not appropriate, the matter will be discussed with the Camp Organiser, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.

Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the Camp Organiser. The Camp Organiser will:
- Acknowledge receipt of the letter within 7 days;
- Investigate the matter and notify the complainant of the outcome within 28 days;
- Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the camps practices or policies as a result of the complaint;
- Meet relevant parties to discuss the camps response to the complaint, either together or on an individual basis.

If child protection issues are raised, the Camp Organiser will refer the situation to the course Designated Safeguarding Lead or if the Camp Organiser is the DSL, he/she will then contact the Local Authority Designated Officer (LADO) and follow the procedures of the Safeguarding Children Policy (p41-43). If a criminal act may have been committed, the Camp Organiser will contact the police.

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Summer Camps @ Wrekin College
Confidentiality Policy

At Summer Camps @ Wrekin College we respect the privacy of the children attending the summer camps and the privacy of their parents or carers. Our aim is to ensure that all those using and working at Summer Camps @ Wrekin College can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child, but will not have access to information about any other children.
- Staff are made aware of the importance of confidentiality.
- Information given by parents to summer camps staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our Safeguarding Policy p41-43).
- Concerns or evidence relating to a child’s safety, will be kept in a confidential file and will not be shared within the Summer Camp, except with the Designated Safeguarding Lead and the Camp Organiser.
- Confidential records are stored securely.

Data Protection Act

We comply with the requirements of the Data Protection Act 1998 and GDPR (2018) regarding obtaining, storing and using personal data.

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Summer Camps @ Wrekin College

Equalities Policy

At Summer Camps @ Wrekin College we will ensure that we provide a safe and caring environment, free from discrimination, for everyone including children with additional needs.

To achieve this objective of creating an environment free from discrimination and welcoming to all, Summer Camps @ Wrekin College will:

• Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.

• Not discriminate against children on the grounds of disability, sexual orientation, class, family status.

• Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.

• Ensure that its services are available to all parents/carers and children in the local community.

• Ensure that Wrekin College recruitment policies and procedures are open, fair and non-discriminatory.

• Work to fulfil all the legal requirements of the Equality Act 2010.

Challenging inappropriate attitudes and practices

We will challenge inappropriate attitudes and practices by engaging children and adults in discussion, by displaying positive images of race and disability, and through our staff modelling anti-discriminatory behaviour at all times.

Racial harassment

Summer Camps @ Wrekin College will not tolerate any form of racial harassment. Summer Camps @ Wrekin College will challenge racist and discriminatory remarks, attitudes and behaviour from the children on the camps, staff and any other adults on course premises (e.g. parents/carers collecting children).

Promoting equal opportunities

• Staff receive relevant and appropriate training

• The Equalities Policy is consistent with current legislation and guidance

• Appropriate action is taken wherever discriminatory behaviour, language or attitudes occur.

Children with additional needs

Summer Camps @ Wrekin College recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the camp, and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome.
Summer Camps @ Wrekin College
Fire Safety and Risk Assessment

Summer Camps @ Wrekin College understand the importance of fire safety. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- All children are shown the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer’s guidance.
- All fire drills are recorded in the Fire Drill Log in the Sports Centre Management office.

Fire prevention
Summer Camps @ Wrekin College will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the site’s No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Storing any potentially flammable materials safely.

In the event of a fire

- A member of staff will raise the alarm and call the emergency services.
- The children will immediately be escorted to the assembly point using the nearest marked exit.
- No attempt will be made to collect personal belongings, or to re-enter buildings after evacuation.
- The premises will be checked by the Camp Organiser and Sports Centre Duty Manager (if using the Sports Centre) and the register will be collected, providing that it is safe to do so.
- The Camp Leader will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If anyone is missing from the register, the emergency services will be informed.
- If the register is not available the Camp Organiser will use the emergency contacts list (which is kept off the premises) to contact parents or carers.

Responsibilities of the Fire Safety Officer

The Summer Camps @ Wrekin College Designated Fire Safety Officer is Philip Rowles. The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their Induction period.

- Identifying potential fire risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks
- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis.

The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

<table>
<thead>
<tr>
<th>This policy was adopted by: Summer Camps @ Wrekin College</th>
<th>Date: 11/05/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed 12/07/19</td>
<td>Signed:</td>
</tr>
</tbody>
</table>
Summer Camps @ Wrekin College
Pandemic Flu Policy

Summer Camps @ Wrekin College recognise the importance of advanced planning in order to maintain services and limit the spread of pandemic flu within our setting.

Flu is a viral infection, spread from person to person by close contact. Symptoms may include:

- Sudden fever
- Limb and joint pain
- Sudden cough
- Diarrhoea or stomach upset
- Headache
- Sore throat
- Tiredness
- Runny nose
- Chills
- Sneezing
- Aching muscles
- Loss of appetite

Any child who becomes ill with symptoms which could be pandemic flu while on the camp will be isolated from the other children until the child can be collected by his or her parents. The summer camps will remain open but parents and staff will be informed.

Any children or staff who are experiencing symptoms of pandemic flu should stay away from the Summer Camps until all symptoms have passed and they feel well.

**Infection control**

The flu virus is spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance (one metre or less).
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (eg door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. The virus can survive longer on hard surfaces than on soft or absorbent surfaces.

We will limit the risk of catching or spreading the flu virus on the camps by:

- Regular hand-washing
- Minimising contact between our hands and mouth/nose
- Covering nose and mouth when coughing or sneezing; using a tissue when possible, and disposing of the tissue promptly and carefully (bag it and bin it)
• Encouraging the children on the camps to follow the guidance above
• Instructing staff to remain at home if they display any relevant symptoms, or sending them home if they first display symptoms while at work.

At Summer Camps @ Wrekin College we will promote infection control through the methods above, and in addition we will:

• Ensure that adequate supplies of cleaning materials are available on the site.
• Dispose of waste promptly and hygienically
• Clean hard surfaces (eg door handles) with sanitizer regularly
• Provide tissues and suitable facilities for their disposal.

**Advance planning**

In preparation for dealing with a pandemic disease, the summer camp will ensure that all contact details for staff, children and parents are up to date.

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</table>
Summer Camps @ Wrekin College
Head Injury Notification

Dear Parent or Carer,

........................................................................................................ bumped his/her head at the Summer Camp today.

Today’s date: .................................................................

Time that the injury occurred: ...........................................

Nature and approximate location of injury:

........................................................................................................
........................................................................................................
........................................................................................................

Although your child seems well at the moment, in any case of a head injury the condition of the child may become more serious at any time, particularly in the first 48 hours. You should therefore keep watch for any of the following signs which may be important:

- Increasing drowsiness or actual unconsciousness which can be detected by you being unable to rouse the child
- A headache which becomes more severe
- Repeated vomiting or nausea
- Dizziness
- Any weakness of arm or leg
- Disturbed vision (eg loss of focus/double vision)
- Sensitivity to bright light
- Any change in the child’s condition which you are not satisfied with, such as restlessness, irritability, loss of concentration, increasing loss of memory.

If you notice any of these signs there is no need for alarm but you must seek medical advice at once.
Contact your GP or seek help from your local Accident and Emergency Department.
Summer Camps @ Wrekin College consider health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

Wrekin College has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the Summer Camps Health and Safety policy and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the courses
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the Camp Organiser.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the Summer Camps. Summer Camps @ Wrekin College’s designated health and safety officer is Philip Rowles. The registered person will ensure that:

- All staff receive information on health and safety matters, and receive training where necessary
- The Health and Safety policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet the summer camps health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

Responsibilities of the Camp Organiser and Camp Leader

The Camp Organiser and Camp Leader are responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by the summer camps only.
- All equipment is safely and securely stored
- A working telephone is available on the premises at all times
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather
Security

Children are not allowed to leave the Summer Camps premises during the session.

During Summer Camps sessions, if indoors, all external doors are kept locked on code, with the exception of fire doors which are alarmed. Staff monitor the entrances and exits to the premises throughout the session.

All visitors to the Sports Centre must sign the Visitor Log at reception and give the reason for their visit. Visitors will not be allowed into the summer camp sessions and must only visit their designated person.

Security procedures will be regularly reviewed by the Camp Organiser, in consultation with staff and parents.

Food and personal hygiene

Staff at Summer Camps @ Wrekin College maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children wash their hands before handling food or drink and after using the toilet.
- Cuts and abrasions (whether on children or staff) are kept covered.

Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

Staffing levels

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time during activities.

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</tr>
</tbody>
</table>
# Health Management Plan

<table>
<thead>
<tr>
<th>Child's name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Date of birth:</td>
</tr>
<tr>
<td>Doctor's name:</td>
</tr>
<tr>
<td>Doctor's address:</td>
</tr>
<tr>
<td>Illness / condition:</td>
</tr>
<tr>
<td>Symptoms include:</td>
</tr>
<tr>
<td>Treatment:</td>
</tr>
<tr>
<td>Medicine form attached? Yes □ No □ (tick as appropriate)</td>
</tr>
<tr>
<td>Parent’s name</td>
</tr>
<tr>
<td>Contact details:</td>
</tr>
</tbody>
</table>
Summer Camps @ Wrekin College

Illness and Accidents

At Summer Camps @ Wrekin College we deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from accidents and communicable diseases.

All parents or carers must complete the Medical Declaration on the application form when their child joins the summer camps, requesting permission to administer first aid treatment and emergency medical treatment for their child in the event of a serious accident or illness.

We will record any accidents or illnesses, together with any treatment given, on an Incident Record (p28-29) or Accident Form sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

Summer Camps @ Wrekin College cannot accept children who are ill. If any child is ill when they first arrive on the camp we will immediately notify their parents or carers to come and collect them. Any child who has been ill should not return to the camp until he/she has fully recovered, or until after the minimum exclusion period has expired (see table at the end of this policy).

First Aid

There is always a qualified First Aider on site.

First aid boxes are located at key points across the site, such as the swimming pool, offices, reception and first aid room. First Aiders regularly check the contents of the first aid boxes to ensure that they are up to date.

Procedure for a minor injury or illness

The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers an injury.

- If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child’s parent will be asked to collect the child as soon as possible.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a head or major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.
• If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child’s Medical Declaration with them and will consent to any necessary treatment (as approved by the parents on the Medical Declaration).

• We will contact the child’s parents or carers as soon as possible, and if they are unavailable we will call the other emergency contacts that we have on file for the child.

• After a major incident the Camp Organiser and staff will review the events and consider whether any changes need to be made to the Summer Camps @ Wrekin College policies or procedures.

• We will notify HSE under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

Communicable diseases and conditions

If a case of head lice is found on the Summer Camps, the child’s parents or carers will be discreetly informed when they collect their child. Other parents will be notified to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on the premises, we will inform parents and carers as soon as possible.

Minimum exclusion periods for infectious conditions and diseases

<table>
<thead>
<tr>
<th>Disease/Condition</th>
<th>Exclusion period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>5 days from first appearance of rash</td>
</tr>
<tr>
<td>Cold Sores</td>
<td>None. Avoid contact with sores</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>24 hours or until the discharge from eyes has stopped</td>
</tr>
<tr>
<td>Diphtheria*</td>
<td>Until certified well by doctor</td>
</tr>
<tr>
<td>Diarrhoea and Vomiting</td>
<td>48 hours after symptoms cleared</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Until fully recovered</td>
</tr>
<tr>
<td>Gastro-enteritis, E. Coli, Food Poisoning,</td>
<td>Until certified well by doctor</td>
</tr>
<tr>
<td>Salmonella and Dysentery</td>
<td></td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>While rash and ulcers are present</td>
</tr>
<tr>
<td>Hepatitis A*</td>
<td>Until certified well</td>
</tr>
<tr>
<td>Hepatitis B* and C*</td>
<td>None</td>
</tr>
<tr>
<td>High temperature</td>
<td>24 hours</td>
</tr>
<tr>
<td>HIV/AIDS</td>
<td>None</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Until the skin has healed</td>
</tr>
<tr>
<td>Influenza</td>
<td>Until recovered</td>
</tr>
<tr>
<td>Measles*</td>
<td>5 days from onset of rash</td>
</tr>
<tr>
<td>Meningitis*</td>
<td>Until recovered</td>
</tr>
<tr>
<td>Disease</td>
<td>Duration or Condition</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>Molluscum Contagiosum</td>
<td>None</td>
</tr>
<tr>
<td>Mumps*</td>
<td>5 days from onset of swollen glands</td>
</tr>
<tr>
<td>Pediculosis (lice)</td>
<td>Until treatment has been given</td>
</tr>
<tr>
<td>Pertussis* (Whooping cough)</td>
<td>21 days from the onset or 5 days from commencing antibiotic treatment</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Until certified well by doctor</td>
</tr>
<tr>
<td>Ringworm of scalp</td>
<td>Until cured</td>
</tr>
<tr>
<td>Ringworm of the body</td>
<td>Until treatment has been given</td>
</tr>
<tr>
<td>Rubella* (German Measles)</td>
<td>5 days from onset of rash</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until treatment has been given</td>
</tr>
<tr>
<td>Scarlet fever*</td>
<td>5 days from start of the treatment</td>
</tr>
<tr>
<td>Slapped Check, Fifth Disease</td>
<td>None</td>
</tr>
<tr>
<td>Streptococcal infection of the throat</td>
<td>3 days from the start of the treatment</td>
</tr>
<tr>
<td>Threadworms</td>
<td>None</td>
</tr>
<tr>
<td>Tonsillitis</td>
<td>None</td>
</tr>
<tr>
<td>Tuberculosis*</td>
<td>Until certified well by doctor</td>
</tr>
<tr>
<td>Typhoid*, Paratyphoid*</td>
<td>Until certified well by doctor</td>
</tr>
<tr>
<td>Warts (including Verruca)</td>
<td>None. Verruca sufferers should keep feet covered</td>
</tr>
</tbody>
</table>

- Denotes a notifiable disease.

If in any doubt contact local health services for further information.

This policy was adopted by: Summer Camps @ Wrekin College  
Date: 11/05/2018
Reviewed 12/07/19  
Signed:
## Incident Record

<table>
<thead>
<tr>
<th>Record completed by:</th>
<th>Person involved in incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Postcode:</td>
<td>Postcode:</td>
</tr>
<tr>
<td>Job title:</td>
<td>Tel:</td>
</tr>
<tr>
<td>Tel:</td>
<td></td>
</tr>
</tbody>
</table>

### Details of incident:
- **Date:**
- **Time:**

### Where did the incident occur?

### Describe the events:

### Witnesses:

### Other comments:

### What actions were taken?
Record completed by: (Signature)  

Record read by: (Signature of parent or carer)  

Date:  

Date:  

This form should be filed with individual child records  

Extra information..
Summer Camps @ Wrekin College

Safe Internet Use

Summer Camps @ Wrekin College recognise that the internet is a useful resource for both staff and children, for purposes of research, homework and entertainment. However it must be used with care to ensure that children are kept safe from exposure to harmful material.

**Parental permission and protecting children**

Children will only be allowed to access the internet on the Summer Camps during break times on their gadgets if their parent or carer has given their child, and the staff, permission for them to do so.

The Wrekin College wifi will filter many internet searches, however it may still be possible for children to use 3G on mobile devices. The staff will always be vigilant and monitor children in their break periods.

If, despite the safeguards the summer camps have put in place, a child encounters harmful material on the internet, or receives inappropriate messages, or experiences online bullying, whilst on the camp, the Camp Organiser will be informed and the incident will be noted on an **Incident Record (p28-29)** in the child’s file. The child’s parent will be asked to sign the **Incident Record (p28-29)**. The Camp Organiser will investigate how to prevent a reoccurrence of the incident.

If staff on the summer camps become aware that a child is deliberately attempting to access sites containing sexual, extremist or otherwise inappropriate material, or has been shown such material by a third party, they will complete a **Logging a concern (p32)** form and refer the matter to the summer camps Designated Safeguarding Lead in accordance with our **Safeguarding Children Policy (p42-44)**.

This policy was adopted by: Summer Camps @ Wrekin College  
Date: 11/05/2018

Reviewed 12/07/19  
Signed:
Summer Camps @ Wrekin College
Involving Parents and Carers Policy

At Summer Camps @ Wrekin College we recognise the importance of working in partnership with parents and carers to ensure that every child is happy, healthy and safe whilst in our care.

We therefore aim to keep parents and carers fully informed of policies, events and activities on the summer camps, by sharing information with them, answering questions and addressing any concerns.

We do our best to keep parents informed about the summer camps by:

- Contacting parents on a regular basis prior to the Summer Camps
- Giving all parents a copy of our Parent Handbook which outlines how the camps operate and includes contact details. We also give parents a copy of our Behaviour Management Policy (p10-11).
- Making all of our policies available for parents to consult whenever they like.

We actively welcome parents and invite their input into the summer camps in the following ways:

- We consult fully with parents to establish the care requirements for children with additional needs.
- We greet all parents when they arrive to collect their children, and exchange any relevant information (e.g. any accidents, participation in today’s activities, etc.).
- We can be contacted at all times, even out of camp hours, via telephone and email.
- We will conduct an annual survey of parents and children on the camps to gain regular feedback.
- All of our staff wear uniforms so that children and parents can easily identify them to speak to.
- We obtain parental permission for photographs etc.
- We can arrange for parental discussions with staff outside of camp hours if necessary.
- We respect parents’ input and opinions by responding promptly and appropriately to any complaints, in line with our Complaints (p14) Policy.

This policy was adopted by: Summer Camps @ Wrekin College Date: 11/05/2018

Reviewed 12/07/19 Signed:
## Logging a concern about a child’s safety and welfare

<table>
<thead>
<tr>
<th>Child's name:</th>
<th>Date of birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address/contact details:</td>
<td></td>
</tr>
<tr>
<td>Date of log:</td>
<td>Time of log:</td>
</tr>
<tr>
<td>Name of person logging concern (print):</td>
<td>Signature:</td>
</tr>
<tr>
<td>Job title:</td>
<td></td>
</tr>
<tr>
<td>Date of concern/incident/disclosure:</td>
<td>Time of concern/incident/disclosure:</td>
</tr>
</tbody>
</table>

*Describe the incident/concern/disclosure as factually as possible. Include who was involved, where it happened, exactly what happened, etc. Describe clearly any behavioural or physical signs you have observed.*

Read through and make sure your report is clear now – will it also be clear to a stranger reading it next year?

**Action taken:**

-----------------------------------------------

**Received by:** ..............................................  *(Designated Person for child protection)*

**Date:** ..............................................................

**Time:** ......................................................

**Proposed action by the Designated Safeguarding Lead**

-----------------------------------------------
Summer Camps @ Wrekin College
Lone Working Policy

At Summer Camps @ Wrekin College, the safety and welfare of our staff and the children in our care is paramount. It is best practice for at least two members of staff to be on duty at any one time, but situations may arise where this is not possible. When it is necessary for only one member of staff to be on duty due to circumstances out of our control, we will follow the procedures set out in this policy.

**Preparation and planning**

The only time the summer camps may drop to a single member of staff is in the event of the second member of staff is pulled away to deal with a problem, first aid incident or requires the use of the toilet momentarily.

It will be planned so that lone working only occurs when the children are in a controlled environment. This would be in the class/conference room during their break periods. This would allow staff to have toilet breaks and use the kitchen to prepare their food in break periods.

There will always be another person on site who can be summoned in case of emergencies. This will normally be the Camp Organiser, but could vary.

**Suitable staff**

Staff members who are suitable for lone working will be approved in advance. Staff members approved for lone working must have all the relevant qualifications, training and skills. For example:

- Child protection training
- The necessary skills and experience to supervise the children alone
- Does not have any medical condition that might affect their suitability to work alone.
- Is familiar with the emergency evacuation procedure – and how this can be adapted to lone working situations.

**Working practices**

When a member of staff is working alone, they must still keep all children “within sight or hearing at all times”. Therefore all essential resources must be readily to hand and not kept in a separate part of the building. For example:

- Child records
- Emergency contact details
- First aid kit
- Any forms that may be required during a session, e.g. accident and incident logs, logging a concern form, collection by unknown person, visitor log, etc.
- Spills box / cleaning products / sick bowl

This policy was adopted by: Summer Camps @ Wrekin College  
Date: 11/05/2018

Reviewed 12/07/19  
Signed:
Summer Camps @ Wrekin College

Missing Child Procedure

At Summer Camps @ Wrekin College we are always alert to the possibility that children can go missing. To minimise the risk of this happening staff will carry out regular head counts, particularly when transporting children between locations and in busy areas. They are also either kept in one group or depending on the activity, split into small groups. Each group will have a leader and they must ensure the group stick together and report back in with the staff at a set check point at regular, stated intervals.

The register of attendance is checked each time the staff move from one area and activity to another, this includes break time periods.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area and ask friends of the child where they last saw them.
- If there are clues as to where the child might be the summer camps staff will instigate a search of that area.
- After 15 minutes the facility staff and Camp Organiser will be informed.
- After 30 minutes the Camp Organiser will then contact the child’s parents or carers and police.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children on the course.
- The Camp Organiser will liaise with the police and the child’s parent or carer.

**Reporting**

The staff **MUST** make a written report in the Incident Report (p28-29) involving any incident of a missing child, the action taken and the reasons given by the child for being missing.

If there are any child protection issues the Designated Safeguarding Lead (DSL) **MUST** be informed – see the Safeguarding Policy Child Protection.

It is important that following an incident the issues that arise are addressed, for example:
- Update risk assessments for the activity or the individual pupil involved
- Talk through the incident with the pupil(s) involved emphasising the worry that was caused
- Discuss supervision of the incident

Formally record the reasons given by the child as to why they have gone missing.

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</tbody>
</table>
Summer Camps @ Wrekin College
Mobile Phone Policy

Summer Camps @ Wrekin College foster a ‘culture of safety’ in which the children and staff 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 summer camps 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.

Staff use of mobile phones
The Camp Organiser will be on site at all times throughout the Summer Camps and will be able to receive phone calls from parents who may need to notify us of any changes whilst they are in an activity outside.

Staff will keep personal mobile phones on them during working hours due to the nature of working in sports/theatre it is important to have a means to contact emergency services promptly.

The use of mobile phones for personal use during working hours is not allowed.

If a member of staff needs to make an urgent personal call they can use the Enterprise Office phone or make a personal call from their mobile in the Enterprise office.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought.

Under no circumstances may staff use their personal mobile phones to take photographs at the club during working hours.

Children’s use of mobile phones and gadgets
Whilst we understand that some children have mobile phones and gadgets, we actively discourage them from using their phones within the summer camps.

Summer Camps @ Wrekin College do not accept any responsibility for loss or damage to mobile phones and gadgets brought to the centre by the children.

Children must not use their mobile phone to take photographs of any kind whilst on the summer camps. If they want a photograph of a particular activity they can ask a member of staff to take one using the Summer Camps camera.

Related policies See also: Safeguarding Children policy (p41-43).

<table>
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<th>Date: 11/05/2018</th>
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<td>Reviewed 12/07/19</td>
<td>Signed:</td>
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Participation Policy

At Summer Camps @ Wrekin College we believe that actively promoting the participation of children in the decision-making process creates a sense of partnership and benefits everyone on the summer camps: children, staff and parents. We therefore involve the children whenever decisions are made that affect them.

Involving and consulting children helps them to develop new skills such as negotiation, sharing, and understanding the perspectives of others. It helps them to understand how decisions are made, and shows them that their opinions are important. On the camps we actively consult with the children and encourage them to participate in making decisions about the running of the day through:

- Asking questions and paying full attention to the child’s response, listening to what they are saying verbally and also observing their body language
- Group discussions
- Feedback on activities

The age and maturity of each child, together with the type of the decision being made, determine the extent and nature of their involvement, however, the basic assumption is always that children will be involved.

We make sure that we act on any consultation with the children so that they can see that their input has had visible outcomes. If children suspect that the consultation is just window-dressing they will disengage from the process.

On the camps the children have the opportunity to participate and make decisions on a day-to-day basis, including, but not limited to:

- Influencing the types of warm-ups and drills that are done throughout the day
- Drawing up camp rules
- Creating new drills in teams

This policy was adopted by: Summer Camps @ Wrekin College  Date: 11/05/2018

Reviewed 12/07/19  Signed:
<table>
<thead>
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<td>Child’s date of birth</td>
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<td>Child’s address</td>
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<td>Parent/carer contact number</td>
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<td>Doctor’s name</td>
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<td>Storage requirements</td>
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<td>Dosage</td>
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<td>Times to be administered</td>
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I give permission for medicine to be given to my child in accordance with the details above.

Parent’s signature: .................................................................

Parent’s name: .................................................................

Date: .................................................................

- Summer Camps @ Wrekin College staff will only be permitted to administer medication to your child if you complete and return this form.
- Under no circumstances will members of staff administer medication against the will of a child.
- Note that we can only administer medication containing aspirin if prescribed by a doctor.

If you have any concerns or questions, please contact the Camp Organiser.
Sun Protection

Children’s skin is delicate but you can protect their skin by:

- Avoiding the midday sun (between 11am and 3pm)
- Playing in the shade
- Wearing a hat that covers the ears and neck
- Covering up with a T-shirt and wear sunglasses that have UV filters
- Using a minimum of SPF15 sunscreen on exposed skin. Apply sunscreen liberally and reapply regularly.

Summer Camps @ Wrekin College are concerned about protecting your child from sunburn and skin damage. Please provide a suitable hat and on sunny days apply sunscreen to any exposed parts.

With your consent we will also help your child apply sunscreen when necessary. Please complete and return the consent form below.

Permission to apply sunscreen

Child’s name: .............................................................................................................

I am happy for my child to have sunscreen applied at Summer Camps @ Wrekin College

Please delete as appropriate:

(A) I am happy for my child to use the sunscreen provided by the Summer Camps.

or

(B) I will provide a bottle of sunscreen labelled with my child’s name for use on the summer camp.

Signed: .................................................................................................................. Date: .........................

(parent/carer)

Print name: ................................................................................................................

This consent will remain valid whilst your child is in the care of the summer camp.
Photograph Permission Form

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At Summer Camps @ Wrekin College we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

As the parent or carer of the child named below, I grant permission for images of my son or daughter to be used for the following purposes:

(please tick for consent)

☐ Electronic and printed displays and exhibitions at the centre (eg photos of activities)
☐ Website for Wrekin College
☐ Promotional material for the Summer Camps

I understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified.

I understand that images will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer.

I understand that there will be no payment for my child’s participation.

Child’s name: ..................................................................................................................

Signed: ...................................................................................................................... Date: ..........................

(parent/carer)

Print name: ...............................................................................................................
Name of child: ……………………………………………………………………………………

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<th>Parent/carer signature (on collection)</th>
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- Members of staff at Summer Camps @ Wrekin College will only administer medication to a child if a completed ‘Permission to administer medicine form’ has been received.
- Under no circumstances will members of staff administer medication against the will of a child.
Summer Camps @ Wrekin College

Safeguarding and Child Protection Policy

Summer Camps @ Wrekin College are committed to building a ‘culture of safety’ in which the children in our care are protected from abuse, harm and radicalisation.

The summer camps will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Summer Camps @ Wrekin College safeguarding and child protection procedures comply with all relevant legislation and with guidance issued by the Telford & Wrekin Safeguarding Children Board (LSCB).

There will be a Designated Safeguarding Person available at all times while the summer camps are in session.

The Summer Camps @ Wrekin College Designated Safeguarding Lead is Nikki Sammons
The Deputy Designated Safeguarding Lead is Mike Strangwood

Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child’s emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Staff will be extra vigilant with what some children may class as ‘banter’ which in fact could be causing upset to other children.

  Banter. ‘abuse is abuse and should never be tolerated or passed off as ‘banter’ or ‘part of growing up’. KCSIE Sep 2016.

- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child.

- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.

- **Neglect** is the persistent failure to meet a child’s basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

**Signs of child abuse and neglect**

Signs of possible abuse and neglect may include:

- Significant changes in a child’s behaviour
- Deterioration in a child’s general well being
- Unexplained bruising or marks
- Comments made by a child which give cause for concern
• Inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed
When a child makes a disclosure to a member of staff, that member of staff will:
• Reassure the child that they were not to blame and were right to speak out
• Listen to the child but not question them
• Give reassurance that the staff member will take action
• Record the incident as soon as possible (see Logging a concern below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the Logging a Concern (p32) form. If a third party expresses concern that a child is being abused, we will encourage them to contact the DSL directly. If they will not do so, we will explain that the summer camps staff will be obliged to and the incident will be logged accordingly.

Extremism and radicalisation
All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, e.g:
• Feeling alienated or alone
• Seeking a sense of identity or individuality
• Suffering from mental health issues such as depression
• Desire for adventure or wanting to be part of a larger cause
• Associating with others who hold extremist beliefs

Signs of radicalisation
Signs that a child might be at risk of radicalisation include:
• Changes in behaviour, for example becoming withdrawn or aggressive
• Claiming that terrorist attacks and violence are justified
• Viewing violent extremist material online
• Possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern (p32) form, and refer the matter to the DSL.

For all concerns regarding radicalisation, the centre’s DSL will contact the Telford & Wrekin Safeguarding Children Board (LSCB) or Local Authority Prevent Co-ordinator.

Logging a concern
All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Logging a concern (p32) form as soon as possible after the event. The record should include:
• Date of the disclosure, or the incident, or the observation causing concern
• Date and time at which the record was made
• Name and date of birth of the child involved – Parent/carer contact details
• A factual report of what happened. If recording a disclosure, you must use the child’s own words
• Name, signature and job title of the person making the record.

The record will be given to the centre’s DSL who will decide on the appropriate course of action.

For concerns about child abuse, the DSL will contact Telford & Wrekin Safeguarding Children Board. The DSL will follow up all referrals to T&W SCB in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact T&W SCB directly.
Promoting awareness among staff
Summer Camps @ Wrekin College promote awareness of child abuse and the risk of radicalisation through its staff training. The summer camps ensure that:

- The designated DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- Designated person training is refreshed every two years
- Safe recruitment practices are followed for all new staff
- All staff have a copy of this **Safeguarding (Child Protection) policy**, understand its contents and are vigilant to signs of abuse, neglect or radicalisation. ‘Keeping Children Safe In Education’ part 1.
- All staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- All staff receive ‘Raising Awareness’ safeguarding training, and safeguarding is a permanent agenda item at all staff meetings
- All staff receive ‘Raising Awareness’ training in the Prevent Duty
- The summer camps procedures are in line with the guidance in ‘Working Together to Safeguard Children (2016)’ and staff are familiar with the guidance in ‘What To Do If You’re Worried A Child Is Being Abused (2015)’.

Use of mobile phones and cameras
Photographs will only be taken of children with their parents’ permission. Only the summer camps camera will be used to take photographs of children on the summer camps, except with the express permission of the Camp Organiser. Parents are requested not to take photographs during the summer camps. For more details see our **Mobile Phone Policy (p35)**.

Contact numbers
Camp organiser: Sarah Howells (Development and Enterprise Assistant) Tel - 01952 265609
DSL: Mike Strangwood Tel – 01952 265649 (Wrekin College)
Social Care (Local Safeguarding Children Board): Tel - 01952 385385
Social Care out of hours contact: Tel - 01952 676500
Safeguarding Advisory Service: Tel - 01952 385678
LADO (Local Authority Designated Officer): Tel - Mrs Wendy Chetta 01952 382293
Radicalisation/extremism concerns: prevent@warwickshireandwestmercia.pnn.police.uk Tel – 01386 591835 / 591825

The DfE (dedicated non-emergency helpline for support and advice about extremism: Tel - 020 7340 7264 (counter-extremism@education.gsi.gov.uk)
Police: Tel - 101 (non-emergency) or 999 (emergency)
Anti-terrorist hotline: Tel - 0800 789 321
NSPCC: Tel - 0808 800 500

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This policy was adopted by: Summer Camps @ Wrekin College  
Date: 11/05/2018
Reviewed 12/07/19  
Signed:
Smoking, Alcohol and Drugs

Smoking
Smoking is not permitted anywhere on the premises of Wrekin College, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors.

If we discover that a child has cigarettes in their possession while on the summer camps, we will confiscate the cigarettes and notify their parent or carer at the end of the session.

Alcohol
Anyone who arrives at the summer camps clearly under the influence of alcohol will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow.

If we discover that a child has alcohol in their possession while on the summer camps, we will confiscate it and notify their parent or carer at the end of the session.

Drugs
Anyone who arrives at the summer camp clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff, serious disciplinary procedures will follow.

If we discover that a child has illegal drugs in their possession while on the summer camps, we will inform their parent or carer.

If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform the Camp Organiser as soon as possible and seek medical advice. The Camp Organiser will then complete a risk assessment. Staff medication on the premises will be stored securely and out of reach of children at all times.

Safeguarding children
All members of staff have a duty to inform the Camp Organiser and the Designated Safeguarding Lead if they believe that a parent or carer is a threat to the safety of a child due their being under the influence of alcohol or illegal drugs when they drop off or collect their child. The Camp Organiser and DSL will decide upon the appropriate course of action.

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary the police will be called.

Related policies: Staff Behaviour policy (p45-46) , Safeguarding policy (p41-43).

This policy was adopted by: Summer Camps @ Wrekin College Date: 11/05/2018
Reviewed 12/07/19 Signed:
Summer Camps @ Wrekin College

Staff Behaviour Policy

Summer Camps @ Wrekin College expect all members of staff to follow our Staff Behaviour Policy, which sets clear guidance on the standards of behaviour required from our staff and volunteers. The guidance aims to encourage staff to meet the highest possible standards of conduct. Summer Camps staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting.

Summer Camps staff also have a responsibility to maintain their reputation and the reputation of the summer camps, both during and outside of working hours.

Behaviour

Our staff team are ambassadors for Summer Camps @ Wrekin College and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the courses (children, parents/carers and visitors) courteously and with respect.

We expect staff to value all the children as individuals and to comply with the sports course Equalities Policy (p16) at all times.

Swearing and abusive behaviour are not tolerated from anyone at Summer Camps @ Wrekin College. If any member of staff exhibits such behaviour they will be subject to Wrekin College disciplinary procedures set out in the Wrekin College employee handbook.

Dress code

All staff are provided with uniform and whilst working on Summer Camps @ Wrekin College, staff will need to help to set up, pack away and facilitate activities and engage in physical activities with the children. The clothing and footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.

Confidentiality and social media

Staff must not pass on any information about children attending the courses, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. (‘Third parties’ includes other parents, friends, other children on the summer camps, the press, etc.)

Posting any material relating to the summer camps or its users on social media sites (unless expressly permitted by the Camp Organiser) is forbidden. Any staff who breach this rule will face disciplinary action.

Use of mobile phones and cameras

Staff personal mobile phones must be kept as a means of contact only for emergency services only during working hours.

If a member of staff needs to make an urgent personal call they can use the Enterprise Office phone or make a personal call from their mobile in the Enterprise office.
If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, they must obtain prior permission from the Camp Organiser or Camp Leader.

Staff may only use the summer camps camera to take photographs of children on the course.

Staff must never use their personal mobile phones or cameras to take photographs on the summer camps.

**Smoking, alcohol and drugs**

Staff are not permitted to smoke anywhere on Wrekin College premises, including the outside play areas.

Staff are not permitted to bring alcohol or illegal drugs onto Wrekin College premises. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken.

If a member of staff is taking prescription drugs which might affect their ability to function effectively, they must inform the Camp Organiser immediately.

Any prescribed medication needed by a staff member whilst on the summer camps, must be stored safely in the management office out of reach and sight of the children attending the courses.

**Gross misconduct**

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the Camp Organiser
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents

The Camp Organiser will investigate the alleged incident thoroughly before any decision to dismiss is made.

This policy was adopted by: Summer Camps @ Wrekin College  Date: 11/05/2018

Reviewed 12/07/19  Signed:
Summer Camps @ Wrekin College
Suspensions and Exclusions Policy

Summer Camps @ Wrekin College will endeavour to deal with negative and inappropriate behaviour. We will involve staff, parents and children to tackle disruptive and challenging behaviour collectively.

We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents or carers to deal with the inappropriate behaviour in accordance with our Behaviour Management (p10-11) Policy.

Where a child persistently behaves inappropriately, we will implement the following procedure:

1. Give the child a formal verbal or written warning depending on the severity of the behaviour; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
2. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
3. Details of formal verbal or written warnings, suspensions and exclusions will be recorded on an Incident Record (p28-29) and kept in the child’s records.
4. The formal verbal or written warnings will be discussed with the child’s parents, and all staff will be notified.

Staff will inform the Camp Organiser if a child’s behaviour warrants suspension or exclusion and the decision to suspend or exclude the child will be made by the Camp Organiser.

We will only suspend or exclude a child from the summer camps when all other behaviour management strategies have failed or if we feel that children or staff are at risk.

Suspensions and exclusions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child’s age and maturity as well as any other factors relevant to the child’s situation.

Suspensions

Temporary suspensions will be applied in the following situations:

- Where formal verbal warnings have failed to improve a child’s persistent, challenging or unacceptable behaviour.
- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately. Immediate suspensions require the Camp Organiser’s agreement.

Summer Camps @ Wrekin College may suspend the child for the remaining period of the summer camp. If the summer camps staff takes this step, we will discuss our concerns with the parents/carers in order to work together to promote a more desirable pattern of behaviour.

At the end of the suspension period the Camp Organiser will meet with the parents/carers and the child, in order to agree any conditions relating to the child’s return to the summer camps.

Exclusion

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting.
If a child is excluded from the summer camps, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. The parent/carer has the right to appeal to the Camp Organiser against the exclusion within 14 days of receiving written notification of the exclusion.

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Summer Camps @ Wrekin College
Uncollected Children Policy

If a child is not collected, and the parent or carer has not notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

- When the parent or carer arrives they will be reminded that they must call Summer Camps @ Wrekin College to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).
- While waiting to be collected, the child will be supervised by members of staff.

Over 30 minutes late

- If a parent or carer is more than 30 minutes late in collecting their child, the Camp Organiser will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact Summer Camps immediately. The Camp Organiser will then try to contact the emergency contacts listed on the child’s registration form.
- While waiting to be collected, the child will be supervised by members of staff.
- When the parent or carer arrives they will be reminded that they must call Summer Camps @ Wrekin College to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 60 minutes late

- If the Camp Organiser has been unable to contact the child’s parents or carer after 60 minutes, the Camp Organiser will contact the Local Safeguarding Children’s Board.
- The child will remain in the care of two staff, on the premises if possible, until collected by the parent or carer, or until placed in the care of the Local Safeguarding Children’s Board.

Managing persistent lateness

The Camp Organiser will record incidents of late collection and will discuss them with the child’s parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place on the summer camps.

Useful contacts

LSCB : Tel - 01952 385385 or out of hours 01952 676500

This policy was adopted by: Summer Camps @ Wrekin College | Date: 11/05/2018
Reviewed 12/07/19 | Signed:
Whistleblowing Policy

Summer Camps @ Wrekin College are committed to the highest standards of openness, probity and accountability. If a member of staff discovers evidence of malpractice or wrongdoing within the summer camps they can disclose this information internally without fear of reprisal. Our Whistleblowing policy is intended to cover concerns such as:

- Financial malpractice or fraud
- Failure to comply with a legal obligation
- Dangers to health and safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour

This policy should not be used to question business decisions made by the summer camps, or to raise any matters that are covered under other policies (e.g. discrimination or racial harassment). Any allegations relating to child protection will follow the procedures set out in the Safeguarding Children policy (p.42-44).

Raising a concern

Ideally the staff member should put his or her allegations in writing, setting out the background to the situation, giving names, dates and places where possible, and the reason why they are concerned about the situation.

In the first instance concerns should be taken to the Camp Organiser. If, due to the nature of the problem, this is not possible, concerns should be raised with the Wrekin College Deputy Bursar – Phillip Rowles.

If this person or body is unwilling or unable to act on the concern, the staff member should then raise it with:

- The Local Authority Designated Officer or the Local Safeguarding Children Board (if it concerns a child protection issue and is not already covered by the procedure set out in the summer camps) Safeguarding Children policy (p.41-43)
- Ultimately, with the police (if a crime is thought to have been committed).

If the member of staff is still uncertain about how to proceed with the concern, he or she can contact the whistle-blowing charity PCAW (Public Concern at Work) for advice.

Responding to a concern

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible, or if this is not possible, giving a date by which the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.
Rights and responsibilities of the whistle-blower

All concerns will be treated in confidence and the summer camp will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forward as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations, disciplinary action may be taken against that person.

Contact information

LADO (Local Authority Designated Officer): Wendy Chetta 01952 382293
LSCB (Local Safeguarding Children Board): 01952 385385 01952 676500
PCAW (Public Concern at Work): 020 7404 6609 (website: www.pcaw.org.uk)

Related policies: Staff Grievance policy, Safeguarding Children policy.

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