

HOLIDAY CLUB POLICIES

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We believe that children thrive in a positive environment, where teamwork, encouragement and fun are an every day occurrence and confidence is developed through learning new skills and enjoying favourite activities.

At the Sporting Edge we aim to provide the safest, best staffed, best-equipped, most dynamic children's holiday playscheme. Our Holiday Club's are affordable and accessible, offering value for money and equality care where your children can build friendships and memories.

We believe every child should have the opportunity to enjoy the Sporting Edge experience. Safety and welfare of children and peace of mind for parents are our main priorities.

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What should children bring?

- Lunch, snacks for break and plenty to drink
- A cap and sun lotion for sunny days
- Non-marking trainers
- Swimming kit and towel (Tuesday and Thursday afternoons)
- Come in clothes suitable for sports activities- t-shirt, tracksuit, shorts etc. Bring a jumper in case it's cold
- Remember to label all items they bring so that they can find their belongings at the end of each day
- There will be opportunity to use a tuck shop so we suggest a maximum of £1 pocket money per child

What children don't need to bring

- Sports Equipment e.g. armbands, cricket bats, footballs, these will be provided by the Sporting Edge.

- Their best or expensive clothes
- Watches or jewellery
- Electronic or expensive items – cameras, computer games etc

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Children's Behaviour Issues

Children benefit most where adults adopt a consistent and positive approach to the management of their behaviour. By establishing clear boundaries according to the child's level of understanding, children become aware of routines and settings and know what is expected of them. One child's behaviour must not be allowed to endanger the other children in the group by absorbing or distracting the supervising staff. The system will be carried as follows:

Behaviour Examples	Sanction	Behaviour Management Strategies	Key Personnel / Family Involvement
Breaking a Rule Talking over the teacher Disturbing others Calling out Running in corridors	Speak to child individually about actions and inappropriate	Plenty of unofficial reminders; Recognise and award appropriate behaviour	Playscheme Leader
Inappropriate behaviour continues (after 3 warnings for same behaviour)	Remove from an activity for up to 10 mins and discuss actions and inappropriate behaviour	Ensure child understands instructions, ensure that child can complete task	Playscheme Leader, Supervisor & Parents
Rudeness to Adults Defiance	Remove from activity for up to 20 minutes and discuss actions and inappropriate behaviour	Ensure child is aware of actions and inappropriate.	Playscheme Leader Supervisor, Activities manager & Parents
Deliberately hurting others Excessive Swearing Any Racist Remark	Child removed from scheme for rest of day and discuss actions and inappropriate behaviour	Ensure child is aware of actions and inappropriate.	Playscheme Leader, Supervisor, Activities manager, Centre Manager, & Parents
Deliberate assault Bringing a weapon to the Centre Theft Bulling/ Threatening other children Verbal abuse/threats towards staff	Immediate permanent removal from Scheme Discuss actions and inappropriate behaviour		Playscheme Leader, Supervisor, Activities manager, Centre Manager, & Parents

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If your child is sick

We have developed a list in order to guide your decision as a parent/carer in whether or not your child should be at the camp. Please refer to the list if you are unsure whether to allow your child to attend. Children should be kept at home with the following symptoms:

	Symptoms	When your child may return
1	A temperature over 102 degrees F and exhibits behaviour changes or other signs that your child does not feel well.	Recovered enough to participate comfortably in the daily activities
2	Has had diarrhoea in the past 24 hours.	Accident-free or diarrhoea-free for one day.
3	Vomiting (twice or more in 24 hours).	24 hours after vomiting has ended.
4	Runny nose accompanied by fever and irritability or has difficulty breathing.	Until the child is content and fever free.
5	Experiencing itchy, watery eyes (probably conjunctivitis).	Until the condition has been evaluated and treatment has begun.
6	Head Lice.	After they have been thoroughly treated.
7	Exhibits and unexplained skin rash.	Until the condition has been evaluated and treated.
8	Chicken Pox.	On the sixth day after their rash appears or sooner if the sores have dried and crusted over.
9	Impetigo (a contagious skin disease).	After 24 hours of antibiotics.
10	Scabies.	After they have been treated

As parent/carers, use your best judgement in determining your child health. Please take your child seriously when he/she says they are not feeling well.

You as the parent/carer are ultimately responsible for determining your child's ability to actively participate in the daily activities. While we sympathise with the needs of each parent/carer and their child, we must provide a healthy environment for the other child in the scheme. A sick child often needs special, one-to-one attention and it is difficult for a leader to spend time away from the well children to devote a long period of time with a sick child.

We have instituted this policy based on the wishes and opinions of our members to avoid any confusion over the health and well being of your children.

If a child falls ill during the day the playscheme leaders will inform the Duty Manager. The Duty Manager will then contact the parents/emergency contact to ask them to collect child.

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Booking Forms

There must be a completed booking form for each child. All forms must have emergency contact details, medical declaration and parent/carers signature.

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Child Security

At registration Parents/carers must sign in their children including the time of the drop off. Parents/carers will be given a security slip for each child, one half of which is given to the leaders and the number recorded on the register and the other is kept by the parent/carer.

Collecting adults must show their security card. If another adult is collecting the child then the card may either be passed on or pass the number on to allow the number to be quoted. There will be a different security number for each child each day.

Any parent/carer who does not have the correct security number will be referred to the manager who will then make a decision about how to deal with the situation. Another adult will be able to collect the child if prior written permission is given.

Children must be signed out by their collecting adult recording the time of departure so that we are aware that the child has left and whom they have gone with.

Any child wishing to go home unaccompanied must have a signed note from their parent/carer indicating this.

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First Aid

All accidents must be treated by First Aid at Work qualified person. All Duty Managers are FAWW qualified and either child should be brought to office or Duty Manager sought to go to child. The First Aid box is found in reception. All accidents must be recorded on an Accident Report form. Duty Manager must be informed of accident and they must inform parent when child is collected.

All incidents and close shaves must be recorded in logbook.

Any discipline incidents with children must be recorded, briefly in logbook and explained to supervisor or senior manager.

Only Duty Manager's should call ambulance if required. Duty Manager should inform parent of accident, the severity of the accident and the fact an ambulance has been called.

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Accident Reporting

It is essential that parents sign all accident reports so that they are immediately and fully aware of anything that may have occurred to their child during the day. A playscheme leader or Duty Manager will inform parent (or adult collecting child) of any incidents during the day including any first aid administered and ask them to sign accident report. Serious accidents (those requiring urgent medical assistance etc) are dealt with differently and parents/carers will be contacted during the day.

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Fire Evacuation Procedures

If the fire alarm sounds playscheme leaders are to gather together the children in their group and leave the building via the nearest exit. They should then make their way to the car park at the front of the building. Using the register the leader needs to check off the names of the children and not just do a head count. All people will wait in the car park until the all clear has been received. The leader must not leave their group at any time.

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Medication

We are required to keep a record of any medication administered to the children whilst on the scheme. A medication Record Form is to be used if a child is on medication e.g. antibiotics or inhaler. The parent/carer needs to sign the form giving permission for the group coach to administer the medicine. The group coach would then complete the form noting the date, time and dosage given.

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Bullying

If a child feels that they are being bullied then they are encouraged to report it to a leader, the supervisor or a manager of the centre. Once the member of staff has been informed they will report the incident to the Manager immediately who will then discuss the matter with the child and with the Rec. Assistant. If the manager feels that there is a legitimate complaint they will need to discuss the matter with the person accused of bullying. We bear in mind that the bully may have problems of their own which are resulting in this behaviour and need to be dealt with sensitively and fairly. There may be reasons for their bullying but there are no excuses for such behaviour. If we are convinced that bullying has taken place then we will decide what action is

appropriate. In a serious incident we may need to consider the removal of the bully from the scheme.

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Lost/Missing Child

This is the procedure should a child become lost or is found to be missing during the regular register checks.

- Gather all children together
- Senior manager to be informed of possible lost child
- Check register to confirm missing child
- Keep children together
- Senior Manager to check all facility
- Duty Manager to notify security and other staff
- Centre Manager to notify parent
- Centre Manager to notify police

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Staff Recruitment

Staffing ratios are 1:10 for all children on the playscheme. These ratios are often supplemented by additional centre staff, such as the Duty Manager. The following policies are followed to ensure the suitability of staff working with children:

- Application form completed
- Face-to-face or telephone interview
- Two references requested
- Qualification certificates obtained and filed
- Staff training course
- Each member will receive a job description and training manual.
- Criminal Records Bureau Disclosure requested for each member of staff.
- On-going supervision and assessment of leaders performance by supervisor and/or Manager
- Assessment at the end of the season deterring future employment

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Swimming

There will be at least 2 lifeguards on duty at all times. All shoes must be removed before entering the poolside. No food or drink to be taken into the pool. Any non-swimming children must stay in the pool building and stay at the shallow end. No other staff are to enter the pool unless performing a rescue.

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Outside Play

Children may only play outside on specified areas away from car park (ie they must use track entrance)

Staff : Children ratios must still be adhered to (1 staff to max 10 children)

Areas should be checked for safety before children are allowed near activity area e.g.

Dog fouling, litter, goal-weights are attached etc

Children must be closely supervised and kept within sight at all times

Registers must be checked before and after each activity (headcount).

Make note of any child not participating and put them into an area they can be seen at all times.

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Weather Conditions

Hot Sunny weather

When the weather is particularly warm the following precautions must be taken:

If there is any possibility of sunburn or sunstroke please ensure that children wear adequate protection (e.g. hat and sun cream of the correct factor. Children must bring their own cream, as we are unable to provide cream due to the problems of cross-contamination).

Children must have enough to drink for the whole day. This is made more acute as the children are participating in sport. Drinking water will be available.

Cold, Wet Weather

When weather is particularly cold or wet the children will remain indoors. Children must however bring a sweatshirt and overjacket for outside activities. This is particularly the case for day trips where the weather may change unexpectedly.

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Lost Property

If you have lost something the sooner you contact us the better. All lost property is gathered at the end of each day and stored at Sporting Edge Reception. All items will be catalogued and a parent or another responsible adult must sign for each returned item. If the item is labelled then you will be contacted by telephone to inform of the recovered item to allow for collection. All items will be kept for 4 weeks after the end of the playscheme. After this date the items will be given to charity.

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Special Needs

As part of an educational establishment we welcome children with special needs where we can offer appropriate carer within our staffing ratio. We are realistic about the limitations and attendance is considered on an individual basis. If there is a need for a higher level of supervision then either we can consider meeting the supervision requirement with an extra member of staff requiring funding or we welcome parents/carers to be in attendance.

If you have any complaints or a concern, please communicate this to the Activities Manager so that reasonable action can be taken. If this route of communication is not appropriate then please contact the Centre Manager. Our staff are trained to process your comments, passing them onto the appropriate people and management level. Our management team also monitor all incidents and complaints that come through ensuring a speedy and satisfactory response.

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Food Hygiene Advice

Please Note: We are not able to provide refrigeration for lunches. We advise you that you can use an insulated container with a frozen pack or avoid high-risk foods such as meats, meat products, dairy products, rice and pulses. Younger children are particularly vulnerable to the effects of food poisoning. SO it is essential that care is taken when preparing their food.

These guidelines have been prepared with children's lunch boxes in mind.

Preparation

- Wash and dry your hands before you start.
- Clean and disinfect work surfaces with an antibacterial spray.
- Check that all food to be used is within the "use by" or "best before" dates.
- Keep raw and cooked food separate during storage and preparation. Wipe over chopping board with an antibacterial spray in between preparation of different foods.
- Wash all salad ingredients under cold running water including bags of ready prepared salad.
- Ideally, sandwiches are best made fresh in the morning, but they may be made in advance and kept in the fridge or frozen, depending on the fillings. Consult food labels to ensure foods are stored at the correct temperature.

Storage

- Bacteria do not grow well on items such as dried fruits, peanut butter, jam, biscuits, and hard cheeses.
- Packed lunches are often prepared many hours in advance and, unfortunately are often left in bags in warm conditions, which are ideal breeding grounds for the bacteria that cause food poisoning. We will attempt to keep the bags away from heat sources and in the shade wherever possible.

As the lunch box will not be stored in a fridge whilst at the Sporting Edge consider putting an ice pack in the lunch box to keep the temperature down until lunchtime. If this isn't possible, freeze a carton of drink (i.e. orange juice) the night before and put it into the lunch box the following morning. This will do the same job. Do not freeze fizzy drinks as these may explode. Cold air sinks – so place the ice pack on top of the food if that is possible.

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Non-Collection of Children

Should a parent/guardian be unable to collect a child on time then the parent should contact Sporting Edge as soon as possible. They should attempt to make alternative arrangements for the collection of the children.

If Sporting Edge are not contacted then if the parent/guardian has not collected the child fifteen minutes after collection time then we will contact the parent/guardian. If we are unable to contact the parent/guardian we will work down the list of Emergency Contacts.

After half an hour past collection time we will contact social services to inform them of an uncollected child. We will leave messages where possible as to the whereabouts of the child before leaving the child in the care of another person.

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Toys & Equipment

The playscheme has many games, books and sports equipment on offer throughout the day. Some equipment is hired, some purchased new or second-hand and some is donated by parents and others. At the beginning and end of each playscheme all equipment is checked for safety and is cleaned. Staff check all equipment before each time it is used. We are always looking for more games and books.

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Evaluation

An evaluation form is sent out after each playscheme. This gives parents, children and playscheme leaders an opportunity to contribute to the future development, feedback and suggestions. The returned evaluation forms are summarised and shown to playscheme leaders and managers. This information is used to plan for the next playscheme, provide new equipment, new activities and goes towards providing the service you would like from the playscheme. If you have any suggestions then please don't hesitate in contacting the Activities Manager or playscheme leader as we are always willing to listen.

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Complaints

If you have any complaints or a concern, please communicate this to the Activities Manager so that reasonable action can be taken. If this route of communication is not appropriate then please contact the Centre Manager. Our staff are trained to process your comments, passing them onto the appropriate people and management level. Our management team also monitor all incidents and complaints that come through ensuring a speedy and satisfactory response.

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