

## **Safeguarding and Child Protection Policy**

### 1. Introduction

At 3d Health & Fitness Wey Valley School Holiday Activity Camps, we are committed to providing a safe and enjoyable environment for all children participating in our sports programs. This policy outlines our approach to safeguarding and child protection.

### 2. Definitions

Child: Any person under the age of 18 years.

Safeguarding: The process of protecting children from harm, ensuring their well-being, and promoting their welfare.

Child Protection: The actions taken to prevent and respond to child abuse or neglect.

### 3. Principles

Our commitment to safeguarding and child protection is guided by the following principles:

The Welfare of the Child Comes First: We prioritize the safety, well-being, and best interests of every child.

Prevention: We take proactive measures to prevent harm and abuse.

Responsibility: Everyone involved in our camp shares the responsibility for safeguarding children.

Reporting: Any concerns about a child's welfare will be reported promptly and appropriately.

### 4. Responsibilities

Camp Organisers and Staff: Responsible for implementing and adhering to this policy.

Parents/Guardians: Encouraged to communicate any concerns related to their child's safety.

Children: Encouraged to report any worries or issues to a trusted adult.

### 5. Procedures

#### a. Recruitment and Training

All staff and volunteers undergo thorough background checks & must hold a valid enhanced DBS to work with children.

Staff receive training on safeguarding, recognising signs of abuse, and reporting procedures.

#### b. Supervision and Ratios

Adequate supervision is maintained during all camp activities.

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Ratios adhere to industry standards (e.g., one staff member per X children) and is matched to the National Governing Body's guidance for the activity where these are published.

### c. Reporting Concerns

Any concerns about a child's welfare should be reported to the designated safeguarding lead (DSL).

The DSL will follow the appropriate procedures, including contacting relevant authorities if necessary.

### d. Responding to Disclosures

Staff will listen carefully if a child discloses any concerns.

Staff will reassure the child and inform the DSL immediately.

### e. Whistleblowing

Staff are encouraged to report any suspicions or concerns without fear of reprisal.

## 6. Communication

Parents/guardians receive information about our safeguarding policy during registration.

Staff communicate openly with parents/guardians regarding camp activities and any incidents.

## 7. Review and Monitoring

This policy is reviewed annually.

Incidents are recorded and analysed to improve safeguarding practices.

## 8. Contact Information

Designated Safeguarding Lead (DSL):

Nathan Wood – Club Manager

01305 817072

[cmwv@3dhealthandfitness.co.uk](mailto:cmwv@3dhealthandfitness.co.uk) or [nathanwood@3dleisure.com](mailto:nathanwood@3dleisure.com) (confidential)

Emergency Services (if immediate danger): Call 999.

Regular training and awareness sessions for staff are crucial to maintaining a safe environment for all children. If you have any specific requirements or need further assistance, seek professional advice or refer to relevant resources.

## **Anti-Bullying Policy**

### 1. Introduction

## Sport-Specific School Holiday Activity Camps - Policies

At 3d Health & Fitness Wey Valley School Holiday Activity Camps, we are committed to providing a safe and respectful environment for all participants. Our Anti-Bullying Policy aims to prevent and address bullying behaviour, ensuring that every child feels valued and protected.

### 2. Definitions

**Bullying:** Repeated, intentional, and harmful behaviour that causes distress to an individual.

**Participants:** Includes children, parents, staff, and volunteers involved in our camps.

### 3. Principles

Our Anti-Bullying Policy is guided by the following principles:

**Zero Tolerance:** We have zero tolerance for bullying in any form.

**Prevention:** We actively work to prevent bullying through education and awareness. This is communicated to parents/guardians and staff prior to commencement.

**Prompt Action:** Any reported incidents will be addressed promptly and appropriately.

**Support:** We provide support to victims and promote a positive camp culture.

### 4. Responsibilities

**Camp Organizers and Staff:**

Implement and enforce the policy.

Educate participants about bullying prevention.

Respond promptly to incidents.

**Parents/Guardians:**

Encourage open communication with their children.

Report any concerns related to bullying.

**Children:**

Treat others with respect.

Report bullying incidents to a trusted adult.

### 5. Preventive Measures

**Education:** We educate participants about bullying, its impact, and how to prevent it.

**Awareness Campaigns:** Regularly conduct awareness sessions during camp activities.

**Code of Conduct:** Participants adhere to a code of conduct that promotes respect and kindness.

**Supervision:** Adequate supervision during camp activities minimizes opportunities for bullying.

### 6. Reporting and Response

**Reporting Incidents:**

Participants, staff, or parents can report incidents to the designated safeguarding lead (DSL)

Confidential reporting options are available – see DSL contact details

**Investigation and Action:**

## Sport-Specific School Holiday Activity Camps - Policies

The DSL and designated staff investigate reported incidents promptly. Appropriate action is taken based on the severity of the behaviour. Consequences may include warnings, exclusion from an activity, time out, a parent/guardian phone call or exclusion from camp.

### Support for Victims:

Victims receive emotional support and guidance.  
Parents are informed and involved in the resolution process.

## 7. Communication

Transparency: We communicate the policy to all participants during registration.  
Parental Involvement: Parents are informed of incidents involving their child.  
Feedback Mechanism: Participants can provide feedback on the effectiveness of anti-bullying measures.

## 8. Training and Awareness

Staff Training: All staff receive training on recognizing and addressing bullying.  
Participant Workshops: Daily briefing for children on respectful behaviour and empathy.

## 9. Review and Improvement

The policy is reviewed annually.  
Incidents are analysed to enhance preventive measures.

## 10. Contact Information

Designated Safeguarding Lead (DSL):  
Nathan Wood – Club Manager  
01305 817072  
[cmwv@3dhealthandfitness.co.uk](mailto:cmwv@3dhealthandfitness.co.uk) or [nathanwood@3dleisure.com](mailto:nathanwood@3dleisure.com) (confidential)

Emergency Services (if immediate danger): Call 999.

Together, we can create a safe and supportive environment for all participants.

## **Behaviour Policy**

### 1. Introduction

At 3d Health & Fitness Wey Valley School Holiday Activity Camps, we aim to create a positive and respectful environment for all participants. Our Behaviour Policy outlines expectations, consequences, and procedures to ensure a safe and enjoyable experience for everyone.

### 2. Principles

Our behaviour policy is guided by the following principles:

Respect: Treat others with kindness, consideration, and respect.  
Safety: Prioritise safety during all camp activities.

## Sport-Specific School Holiday Activity Camps - Policies

Responsibility: Participants are responsible for their behaviour.

### 3. Expected behaviour

Participants are expected to:

Listen and Follow Instructions: Pay attention to coaches and staff.

Respect Others: Treat fellow participants, staff, and volunteers with kindness.

Use Positive Language: Avoid offensive or hurtful language.

Be Inclusive: Include everyone and avoid exclusion.

Play Fair: Follow the rules of the game and exhibit good sportsmanship.

### 4. Unacceptable Behaviour

The following behaviours are unacceptable:

Bullying or Harassment: Any form of bullying, teasing, or harassment.

Physical Aggression: Hitting, pushing, or any violent behaviour.

Disruptive Conduct: Behaviour that disrupts camp activities.

Inappropriate Language: Offensive or disrespectful language.

Damage to Property: Intentional damage to camp property.

### 5. Consequences

Verbal Warning: Staff will provide a verbal warning for minor infractions.

Time-Out: Participants may be asked to take a short break.

Parent/Guardian Notification: Parents will be informed of repeated issues.

Suspension: In severe cases, temporary suspension from camp activities.

Immediate Removal: Immediate removal for serious misconduct.

### 6. Reporting and Resolution

Participants or staff witnessing unacceptable behaviour should report it to the lead coach or designated staff member.

Staff will address incidents promptly, ensuring fairness and consistency.

Parents will be informed if their child's behaviour requires attention.

### 7. Positive Reinforcement

We celebrate positive behaviour through praise, encouragement, and rewards.

Participants receive recognition for good sportsmanship and respectful conduct.

### 8. Review and Improvement

The behaviour policy is reviewed annually.

Incidents are analysed to enhance preventive measures.

### 9. Contact Information

Nathan Wood – Club Manager

01305 817072

[cmwv@3dhealthandfitness.co.uk](mailto:cmwv@3dhealthandfitness.co.uk) or [nathanwood@3dleisure.com](mailto:nathanwood@3dleisure.com) (confidential)

Emergency Services (if immediate danger): Call 999.

Remember to communicate this policy clearly to participants, parents, and staff. Consistent enforcement and positive reinforcement contribute to a successful camp experience for all.

### **Missing Child Policy and Procedure**

The safety of children under our care is our highest priority. Head counts are routinely carried out between activities and different locations. In the unlikely event that a child is missing, the following policy and procedure will be enacted immediately to ensure the swift and safe return of the child.

Procedure:

1. Immediate Action:
  - Upon discovery that a child is missing, staff must immediately alert the camp supervisor.
  - The supervisor will initiate a 'Code Yellow' (missing child protocol) and ensure that all other children are safe and accounted for.
2. Sweep of Premises:
  - All available staff will be organised into teams to conduct a thorough sweep of the entire premises, including all activity areas, buildings, washrooms, and outdoor spaces.
  - Each team will be assigned a specific area and will be responsible for checking all possible hiding spots, nooks, and crannies.
  - Radios will be provided for communication between teams & supervisor.
3. Assembly Point:
  - Once the sweep is complete, all staff and children will assemble at a designated safe point for a headcount.
  - The supervisor will verify the attendance against the camp register.
4. Notification of Authorities:
  - If the child is not found within 10 minutes, the supervisor will contact the police to report a missing child.
  - The camp will provide the police with all necessary information, including the child's description, last known location, and any other relevant details.
5. Parental Notification:
  - Simultaneously, the camp will inform the child's parents or guardians about the situation.
  - Communication with the parents will be clear, concise, and ongoing until the situation is resolved.
6. Post-Incident Review:
  - After the incident, a debriefing will be held with all staff to review the effectiveness of the procedure.
  - Any necessary adjustments to the policy or procedure will be made to prevent future occurrences.

Note: This policy is to be reviewed annually and after any incident to ensure best practices are followed and compliance with current regulations is maintained.

Staff Training: All staff will receive regular training on this policy and procedure and updates on best practices in child safety.

Documentation: All incidents and actions taken will be documented in detail and stored securely for future reference and compliance purposes.

This policy is designed to provide a structured and effective response to ensure the safety and well-being of all children in our care.

## **Food Hygiene Policy**

### 1. Introduction

At 3d Health & Fitness Wey Valley School Holiday Activity Camps we prioritise the health and safety of our participants. Our Food Hygiene Policy ensures that all food-related activities adhere to the highest standards of cleanliness and safety.

### 2. Responsibilities

Camp Organizers and Staff:

Ensure proper food handling, storage, and preparation.

Regularly inspect facilities and equipment.

Train staff on food hygiene practices. (min level 2 Food Hygiene Certificate for designated staff)

Food Service Personnel:

Follow hygiene protocols during food preparation and service.

Maintain personal hygiene (handwashing, clean uniforms, etc.).

### 3. Practices

Food Storage:

Store perishable items at appropriate temperatures.

Label and date all stored food.

Food Preparation:

Wash hands thoroughly before handling food.

Use separate cutting boards for raw meat and other ingredients.

Cook food to safe temperatures.

Cleaning and Sanitization:

Regularly clean surfaces, utensils, and equipment.

Sanitize food contact areas.

Allergen Awareness:

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Prevent cross-contamination of allergens.

Clearly label allergenic ingredients.

### **Food Preference Policy**

#### 1. Accommodating Preferences

We respect individual food preferences.

Parents/guardians can inform us of any dietary preferences during registration.

We aim to provide a variety of meal options to cater to different preferences. Where this is not possible to accommodate, we will endeavour to inform participants parent/guardian before camp commences.

#### 2. Vegetarian/Vegan Options

Vegetarian and vegan meals are available upon request. Where this is not possible to accommodate, we will endeavour to inform participants parent/guardian before camp commences. We ensure that vegetarian/vegan meals are nutritionally balanced.

#### 3. Religious and Cultural Preferences

We accommodate religious and cultural dietary requirements. Where this is not possible to accommodate, we will endeavour to inform participants parent/guardian before camp commences.

Parents/guardians must notify us in advance.

### **Allergies Policy**

#### 1. Allergen Awareness

Parents/guardians must inform us of any food allergies.

We maintain a record of each child's allergies.

Staff are trained to recognize and respond to allergic reactions.

#### 2. Allergen-Free Meals

We provide allergen-free meal options.

Allergen-free meals are prepared separately to prevent cross-contamination.

Staff are aware of common allergens and their sources.

#### 3. Emergency Preparedness

We will have an Anaphylaxis Emergency Care Plan for each child with allergies where this is known concern.

All staff know how to administer epinephrine if needed.

Parents/guardians must notify us in advance.

Emergency contact information is readily available.

Safety and well-being are our top priorities.



## **Complaints Procedure**

### 1. Introduction

At 3d Health & Fitness Wey Valley School Holiday Activity Camps, we value feedback from participants, parents, and staff. Our Complaints Procedure ensures that any concerns or complaints are addressed promptly and fairly.

### 2. Reporting a Complaint

Participants, Parents, or Staff:

Anyone with a complaint should report it to the camp manager or lead coach. Complaints can be submitted in writing, via email, or in person.

### 3. Handling the Complaint

Acknowledgment:

Upon receiving a complaint, we will acknowledge it within 3 working days. The complainant will receive confirmation that their complaint is being investigated.

Investigation:

The camp manager or lead coach will investigate the complaint. All relevant parties will be interviewed, and evidence will be gathered. The investigation will be impartial and thorough.

Resolution:

We aim to resolve complaints within 10 working days.

Possible outcomes include:

Informal Resolution: Addressing the issue directly with the complainant.

Formal Resolution: Involving a formal process, such as mediation or a panel review.

Corrective Action: Implementing changes to prevent similar issues in the future.

### 4. Communication

Updates:

The complainant will receive regular updates on the progress of the investigation. If additional time is needed, we will communicate the reasons and provide a new timeline.

Feedback:

Once resolved, we will seek feedback from the complainant on the process and outcome. We use feedback to improve our services and prevent future issues.

### 5. Escalation

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### Appeals:

If the complainant is dissatisfied with the resolution, they can appeal.

Appeals should be submitted in writing within 3 working days of the outcome.

Initially a senior member of 3d Leisure Operations Management team will review the case within 10 working days.

If the complaint is still not resolved an independent panel will review the case.

### External Bodies:

If the complainant remains dissatisfied, they can contact external bodies such as [relevant ombudsman or regulatory authority].

We will provide information on external options if requested.

### 6. Record Keeping

We maintain records of all complaints, investigations, and resolutions.

Records are confidential and securely stored.

### 7. Contact Information

Nathan Wood – Club Manager

01305 817072

[cmwv@3dhealthandfitness.co.uk](mailto:cmwv@3dhealthandfitness.co.uk) or [nathanwood@3dleisure.com](mailto:nathanwood@3dleisure.com) (confidential)

Emergency Services (if immediate danger): Call 999.

Open communication and fair resolution contribute to a positive camp experience for everyone.