

AJB Holiday Camps: Pre-Camp Information

Dear parent/guardian,

We are delighted to be able to welcome you to our Holiday camps. But before we get started we want to help reassure you about the safety and professionalism of our camps.

Our team have, over the past few years, put in an immense amount of hard work to continually analyse and improve our safety measures and procedures throughout the whole of Covid times.

Although there are no current guidance and the pandemic was declared as over we want everyone to know that we are still working to keep our camps safe and have policies and procedures in place for safety and hygiene ,whilst still maintaining an exciting, fun and activity-packed day!

So what do I need to know?

To make it easy, we have put together this document to help answer the questions and concerns you may have before the start of camp. But please feel free to contact us at info@ajbsportsineducation.com if you have any further questions or worries and we will be more than happy to help answer them directly.

In this document please find:

- Arrival and Departure Procedures
- What to bring
- Useful Camp Information
- Covid regulations
- Behaviour Policy
- Safeguarding Policy
- Complaints Policy

Yours sincerely,

The AJB Sports in Education team

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Despite there being no continued official Government restrictions in place regarding bubbles and social distancing we will continue to do everything we can to ensure the safety of our campers. Self-isolation rules for the individual will still apply in the rare case of a child having Covid but will not apply to the rest of the camp after a negative covid test.

With the above considerations taken into account, please see our plans below:

Arrival Procedure

- All staff will clean and disinfect classrooms and activity areas at the start of each day.
- We will try to maintain the same staff member for your child's grouping for the entire camp where possible, although changes do and will happen
- Arrival locations have been spaced out where possible to help ensure social distancing.
- Children's temperature will be checked before entering camp. (Covid and Winter bugs)
- Children will register with their coach at the arrival point that is used specifically for that group.
- Every child will sanitise hands upon entry and has a designated desk just for them.

Departure Procedure

- Groups will be dismissed from their classrooms to help with social distancing.
- Once all children have been signed out for the day, our staff will clean and disinfect all frequently touched surfaces again (door handles, sink taps, chairs etc.).

Group Details and Drop Off/Pick Up Times.

ST GEORGE'S CATHOLIC PRIMARY SCHOOL

All Activity Camps

Year 1 to Year 7*

Drop Off Time - 8:30am - 9.00am

Pick Up Time - 4:00pm - 4.30pm

Year 6 Classroom (follow the signs)

Football Camp

Year 1 to Year 7*

Drop Off Time - 8:30am - 9.00am

Pick Up Time - 4:00pm - 4.30pm

Year 4/5 Classroom (Follow the signs)

*Groups are subject to change slightly depending on weekly numbers and an additional classroom may be used which we will communicate with you on. Groups will be split again based on age and ability for the activities.

What to wear?

Our holiday camps are always extremely active and your child will be on the go all day long. We recommend comfortable clothing that is fit for playing sports. We would also recommend comfortable trainers and clothing that they don't mind getting dirty. Although part of the camp is indoors, we have access to an outdoor area and playground which will be used frequently.

Additionally, anyone wearing AJB branded clothing will be getting a big smile from all of our team!

What to bring?

Primarily, energy and enthusiasm!

But we are also encouraging each child to bring their own hand sanitiser for camp. We do have an abundance of hand sanitisation and cleaning equipment here at camp and will be using this regularly throughout each day. However, we are advising each child to bring their own hand sanitiser as a precaution and to further reduce the risk of spreading any germs.

Snack and Lunch Times

*** Please note we are a **NUT-FREE** camp due to allergies of some campers.

We have two break periods during the day. One for a snack after the morning activities, and then lunch at around 1 pm. We usually recommend a small snack in the morning which is easily digestible and that will give your child some much needed energy for the upcoming games. A banana, apple slices or some carrot sticks for example are all fantastic options. For lunch, we recommend something a bit more substantial that will keep them going for the rest of the day.

- Lunch/snack will be taken in primarily in the classroom or sometimes outside if the weather is nice (this may be wishful thinking!).
- Children will sit in their designated seat to eat lunch/snacks.
- Strictly no sharing of food/drinks or bottles and cutlery.
- Before and after each snack time, staff members will clean and sanitise the area.

Grass Field

We have access to the school football field which is a short walk from the school down a lane. We have keys to this locked field and will be the only ones with access.

- At least two staff members will go down to meet staffing ratios
- Camps will walk separately from each other
- Camps will walk in pairs with staff members vigilant throughout
- The camp manager may walk to the field as well
- Staff will take first aid kits with them
- Children will go to the toilet before walking to the field
- No toilet breaks at the field
- The school will be locked and armed when everyone leaves for the field

Well-being Wednesday

As a continued addition to our holiday camps, we will be running our Well-being Wednesday. Well-being Wednesday is a day dedicated to giving something extra to our campers to help educate them about wellbeing. Throughout the day we will do a range of extra activities, such as:

- Active Minds Sessions
- Special Guests and activities
- Nerf Gun activities
- Video game time slots

AJB World Cup Friday

AJB World Cup Friday is a day where all campers are put into teams and compete to win points for their teams. Camps remain the same and will still do their specific activities BUT we will be tracking and scoring every game played and it's not just about being the best player, we give out points for a range of things such as; teamwork, persistence, hard work, helping others and a whole lot more.

At the end of World Cup Friday we like we tally up the points and crown our AJB World Cup CHAMPIONS! Our winners receive their very own AJB World Cup Friday medal to keep and take home. We will also be giving out a whole range of other prizes too across our camps.

Joint Camp Activities

Throughout the week there will be times when both camps will join together and take part in activities. This includes our Wellbeing Wednesday, World Cup Friday and also various mornings. This has been designed to break up the week for the children with different and fun activities, as well as the opportunity to meet other children. The summer is long and more often than not many children attend the summer on multiple weeks. Our experience has taught us that freshening up the activities, combining groups in mornings at times are just a few great ways to keep children motivated, behaviour where it is expected and also play some really fun games across the camps.

Behaviour Policy

We would like to take this opportunity to remind everyone that we have a Behaviour Policy at AJB Sports In Education's camps. We value good, respectful behaviour at our camps towards other children and staff alike. Unwanted behaviour will be responded to appropriately. By signing up to our camps you agree to adhere to the rules for children's behaviour. Unwanted behaviour will be responded to in a 3-step process (dependent upon seriousness)

- 1) Speaking to the Child and Parent regarding behaviour and steps to rectify this - if not rectified then:
- 2) 1 Day must be missed from the camp - if not rectified:
- 3) Exclusion from the camp

In the case of a child showing COVID-19 symptoms

- In the case of a child displaying COVID-19 symptoms, the child will be placed into the First Aid room immediately and the camp manager will accompany them at a 2-metre distance.
- The room will be isolated and all windows will be opened to help ventilation.
- The child's parents will be called to collect the child and advised not to return to camp until they have taken a COVID-19 test and received a negative response.
- The parent/guardians for all other children within that camp will be contacted immediately to be informed of the situation and you will have the option of collecting your child (although this is not compulsory under current government guidelines.)
- Government guidelines state that if a child is not displaying symptoms, they are safe to return to camp the following day but please take a lateral flow test.
- The bubble's classroom will then be disinfected again and cleaned thoroughly.

In the case of a child testing positive for COVID-19 *New guidelines

Anyone aged 5 years and over, who has been identified as a contact of someone with COVID-19 and who is not legally required to self-isolate, is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. If any of these LFD tests are positive they should self-isolate to protect other people.

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

- In the case of a returned positive COVID-19 test for a child within one of our bubbles, we will contact the parents/guardians of all children within that bubble to inform you of the situation and have your child picked up at camp if you wish.
- We encourage everyone from this bubble to be tested.
- We strongly recommend that each person then follows government guidance regarding close contact with a positive COVID-19 case.
- AJB Sports in Education will provide a credit note for any outstanding days of camp that could not be completed.
- The bubble's classroom will be disinfected again and cleaned thoroughly before any further camps commence.

Toilets

- Each camp will have a designated set of toilets.
- Boys and girls within the same camp will go to the toilet at separate times.
- Staff members will use a separate location.
- Children will wash their hands thoroughly throughout the day, before, during and after activities.
- In addition, the camp will have various sanitisation points around the school.
- Toilets will be cleaned and sanitised at the start and end of each day by our staff.

Welfare / Designated Safeguarding Lead: Andy Beeston –

Welfare / Designated Safeguarding Assistant: James Prentice -

AJB Sports in Education acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- Have a positive and enjoyable experience of sport at AJB Sports in Education Clubs and Camps in a safe and child centred environment
- Are protected from abuse whilst participating in all areas of AJB Sports in Education, including but not limited to, PE Lessons, After School and Lunch Clubs and Holiday Camps either whilst doing activities or in our care.

AJB Sports in Education acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy AJB Sports in Education will:

- All employees will be subject to Enhanced Disclosure and Barring Service (DBS) checks and other checks before commencing work with the company.
- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored

- Prevent the employment/deployment of unsuitable individuals
- In School settings AJB Sports in Education will work diligently with all schools and report any issues and concerns to the AJB Sports in Education Welfare Officer (contact information above) or if unavailable, then to the Assistant Welfare Officer (contact information above) who will then report to the individual schools and agree on an appropriate course of action. In serious situations AJB Sports in Education staff will report immediately to school staff members if they have serious concerns about a child's welfare.

The policy and procedures will be widely promoted and are mandatory for everyone involved in AJB Sports in Education. This policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and other appropriate bodies.
- As a result of any other significant change or event.

Concerns about a child's or adult's wellbeing should be acted upon promptly. In the event of doubt as to how a concern should be dealt with, please refer to the AJB Sports in Education Welfare Officer.

If a child discloses to you, it is essential that you:

- Make sure that he or she realises that everything being said is taken very seriously.
- Let the child know how brave you think he or she is to tell you and that you understand how hard it must be to talk about the situation.
- Ensure the child does not feel that she or he is to blame and that they have done the right thing in telling you about their worries.
- Remain calm and reassuring, let them take their time and give them your full attention.
- Explain that you cannot promise to keep what the child tells you a secret.
- Inform the child that you may have to involve a social worker or police officer in order to maintain safety.
- That you will continue to offer support after the conversation.
- Do not make promises or reassure the child about things that are out of your control or cannot do or make happen.
- Record complete, accurate, unbiased, factual and legible notes.
- Include the following information: Child's name, age and address / what the child said or did to give you cause for concern (if the child gives a verbal disclosure, write their exact words) / any information the child gives about the alleged abuser.

If AJB Sports in Education Staff are concerned about the welfare of a child the following procedures of reporting will take place:

In a School Setting:

- Parents / child must report this confidentially first to the AJB Sports in Education DSL
- Document the details of the incident(s)
- The DSL will then contact the relevant member of staff at the school.
- AJB Sports in Education will then work diligently with the School and co-operate as best we can.

In a AJB Sports in Education Holiday Camp or out of School activity:

- Parents / child must report this confidentially first to the AJB Sports in Education DSL
- In a case where the DSL is unavailable or unsuitable for any reason, report the concern to the assistant DSL.
- In a case where the DSL and assistant DSL is unavailable or unsuitable for any reason, report the concern to the Family Front Door Referral Team Worcester on 01905 822 666 or the out of hours team on 01905 768 020.
- In the case of an emergency, please contact the police directly on 999.
- Document all details of the incident.
- Internal investigation with full co-operation from AJB Welfare Officer will begin.
- Refer to NSPCC, Ofsted (0300 123 1231) and Social Services guidelines to make a Referral.

If parents are concerned about an AJB staff member:

- Parents must report this confidentially first to the AJB Sports in Education DSL.
- In a case where the DSL is unavailable or unsuitable for any reason, report the concern to the assistant DSL.
- In a case where the DSL and assistant DSL is unavailable or unsuitable for any reason, report to LADO
- The Local Authority Designated Officer (LADO) is responsible for managing allegations against adults who work with children. This involves working with Police, Children's Social Care, employers and other involved professionals.
- Contact LADO on 01905 846221
- In the case of an emergency, please contact the police directly on 999
- Document all details of the incident(s).
- Internal investigation with full co-operation from AJB DSL will begin.
- Report to Ofsted (0300 123 1231) and refer to NSPCC and Social Services guidelines to make a Referral.

If parents are concerned about a AJB Sports in Education Director

- In a case where there is a concern about an AJB Sports in Education DSL, please report the case to the assistant DSL
- In a case where the DSL and assistant DSL is unavailable or unsuitable for any reason, report to LADO
- The Local Authority Designated Officer (LADO) is responsible for managing allegations against adults who work with children. This involves working with Police, Children's Social Care, employers and other involved professionals.
- Contact LADO on 01905 846221.
- If you need to make a formal referral please visit: http://www.worcestershire.gov.uk/info/20559/refer_to_childrens_social_care/1659/are_you_worried_about_an_adult_who_works_with_children where you will find the referral form, this is submitted securely to: LADO@worcschildrenfirst.org.uk The LADO Team can be contacted on 01905 846221.
- There may be a separate referral made to the Family Front Door to consider child protection enquiries in respect of connected children, you may then be involved with these enquiries in respect of attending a Strategy Discussion.
- Report the concern to the Family Front Door Referral Team Worcester on 01905 822 666 or the out of hours team on 01905 768 020.
- In the case of an emergency, please contact the police directly on 999
- Document all details of the incident(s).
- Internal investigation with full co-operation from AJB Welfare Officer will begin.
- Report to Ofsted (0300 123 1231) and refer to NSPCC and Social Services guidelines to make a Referral.

* In all situations staff must not talk to other staff members / school teachers / other adults about the incidents / concerns. Incidents must be kept confidential and follow the procedures correctly.

For further guidelines please see below:

<https://www.worcestershire.gov.uk/safeguardingchildren>

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/>



AJB Sports in Education is committed to offering the best product that we can for you and your children. If you feel this is not being delivered or have a complaint about our product / staff member please follow our procedure set out below:

For Families / Schools / Customers

If you have a formal complaint to make please contact a staff member and request a complaints form.

Please fill out the complaints report form and hand back into AJB Sports in Education Manager (Andy Beeston) or mail to AJB Sports in Education, 23 Upland Grove, Bromsgrove, Worcs, B61 0EL

AJB Sports in Education aims to respond to all complaints within 24 hours to acknowledge receipt of complaint.

AJB Sports in Education will then begin an internal investigation into the complaint.

AJB Sports in Education will work diligently with the complainer to rectify any mistakes, work with them to solve the issue as best we can and work hard to update / improve our policies to ensure the same problem does not happen again in the future.

AJB Sports in Education will then follow up with the issue to ensure this has not happened again and the issue has been dealt with and solved as best as can be.

Any questions?

Finally, if you have any further questions or concerns before camp please don't hesitate to contact us. We are more than happy to discuss any queries that you have and would love to hear from you. Feel free to get in touch through one of the following channels:

Website: www.ajbsportsineducation.com

Email: info@ajbsportsineducation.com

Tel: Andrew Beeston +447482 189 980

James Prentice +447527 637 999

Facebook: <http://www.facebook.com/ajbsportsineducation>