

APF Activity Camps General Policies and Procedures

Ownership and consultation	Signature	Date
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**The information in this document supports
Ofsted requirements for the Early Years Register and the Voluntary Register.
It reflects statutory guidance in “Keeping children safe in education” (most recent) and the “Statutory
framework for the early years foundation stage” By the Department for Education.**

**Policies and Procedures are required for the efficient and safe management of camps and aimed to
promote the welfare, care and learning of the children who attend**

A copy of this document is available on request from the APF Head Office.

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1.0 Attendance Policy

Policy

APF is aware of how critical it is to have reliable procedures in place to guarantee the children's safe arrival and departure from camp. In order to keep every child safe while in APF care, APF is dedicated to making sure there are efficient ways for information to be shared between camp staff and the authorised adult. APF has a duty of care to all children who attend camp. APF will see to it that every child enrolled in the camp has a correct record maintained.

1.1 Procedure for arrivals and departures

- The following procedures should be followed to securely receive each child from an authorised adult and release them to an authorised adult at the conclusion of the day in order to achieve the intended results:
- Head Office will send information to APF staff about which children are anticipated to be at camp.
- To verify that the child is presently in APF care, the authorised adult must sign in and note the time of arrival.
- An adult who has been given permission on the registration form must pick up the children; the password method will be utilised (1.2 below). If the adult cannot remember the password, they can present an ID. If they do not have ID, the site manager is to contact the Head office for advice (we will call the adult who dropped the child off to discuss the matter further).

APF recognises that many children commute independently to and from school, and that some families may choose to carry on with this over the holidays. Although it is ideal for children to be accompanied by an approved adult at all times, APF acknowledges that some parents and/or guardians may prefer that their children travel to and from camp on their own. This option is only open to children who are **11 years of age or older**, and if it is the parent(s)/guardian(s)' preferred choice, then the unaccompanied child system (1.3 below) will need to be followed.

1.2 Password system

If the authorised adult who dropped off the child needs another authorised adult to pick them up, they must let the camp manager know ahead of time. They also need to provide the password that they will use to identify both the child and themselves. Please take note that our new booking system now allows password collection. The child will only be released to another permitted adult at that point by the camp manager. The Camp Manager will get in touch with the Head office for confirmation if they have any doubts about the approved adult picking up the child or if that adult does not have the photographic and named ID or

password. For the child's well-being, the child will not be released from camp until the parent(s)/guardian(s) on the registration form has been contacted.

1.3 Unaccompanied child

APF will respect this wish and allow children to arrive and/or leave unaccompanied. This is on condition that the parent(s)/guardian(s) have put their wishes in writing to APF indicating a time to expect the child on camp and a time that APF should release the child at the end of the day. This written consent can be sent to Head Office prior to the camp opening or be given to the Camp Manager by the authorised adult on the child's first day as follows:

- Any child with permission to arrive at camp unaccompanied must report to the site manager no later than ten minutes after the camp has started. Any child who is expected to arrive unattended and has not arrived by this time will be considered to be lost or missing. The **missing child system (1.6)** will be followed and the parent(s)/guardian(s) will immediately be contacted and informed. The minimum age for this is 11 years old at the time of attending.
- Only when the child has reported to the Camp Manager and has been signed into their group will APF' duty of care begin.
- Any child with permission to leave APF unaccompanied will be signed out by the site manager at the time stated by the parent(s)/guardian(s). At this point APF duty of care will cease.
- APF takes no responsibility for the health and welfare of any unaccompanied child before they signed in to camp or after they have been signed out.
- APF will not accept children who arrive at camp unattended if it has not been pre-arranged. Any such child will be kept safe whilst the parent(s)/guardian(s) is contacted and asked to come and collect the child or sign them in. If no contact is made the police will be called.

1.4 Uncollected child

APF has a legal obligation to ensure that every child is safely returned to an authorised adult. APF will not release any child to an unauthorised adult, even if the collection is late, unless:

- ☛ The authorised adult telephones to state that a different authorised adult will be collecting the child and photo ID will be asked for or the **password system (1.2)** is followed.

Unless otherwise noted at the time of booking, EVERY child MUST be picked up at the conclusion of the day. We ask that parents contact the Head Office or Camp Manager right away if you are unable to pick up for whatever reason (this is mentioned at the time of booking and in a reminder email to parents before camp starts). A single employee will remain with your child till they are picked up. For each fifteen minutes after the first 15 minutes., you will be charged a £10 late pick-up fee to offset the expense of the additional workers. We shall notify Social Services that we have an uncollected child if, after 30 minutes of the scheduled collection time, we hear nothing from a parent or guardian. We reserve the right to reject parents who constantly pick up their children late from future reservations.

1. If, after fifteen minutes, a child is still present, APF staff will proceed as follows:
2. The Camp Manager is required to alert the Head Office if the child is not picked up within 15 minutes and APF has not been notified of the delay.
3. The Camp Manager and/or Head Office will then try to get in touch with the parent(s) or guardian(s) of the child using the phone numbers listed on the registration form.
4. When a child is not picked up within 30 minutes. and the parent(s) or guardian(s) cannot be contacted, the Designated Safeguarding Lead (3.2) shall be notified and will seek relevant guidance.
5. The Camp Manager and at least one other responsible adult stay with the child until they have been collected by an authorised adult, who is authorised by the parent(s)/guardian(s) or Social Services.

6. The parent(s)/guardian(s) will be charged a late pick-up fee of £10 for every 15 mins after the first 15 minutes that the child remains in APF care to cover staffing costs.

1.5 Absences

- To enable us to update our records, the parent(s) or guardian(s) of the child must tell the Camp Manager or Head Office if the child will not be attending on a scheduled day at APF. Parents will be asked to do this on the messaging service of the booking system rather than send an email or text (as this means the SM will also receive this information).
- When a child misses school without notice, head office receives this information through the online registers, and we get in touch with the parent(s) or guardian(s) to find out where the child is.
- APF will make an effort to identify the reasons behind extended and inexplicable absences. Frequent absences may be a sign that a child or family needs further assistance, so we consult with the local safeguarding team for guidance.

If staff have any concerns about the welfare of the child they will raise the concern directly with the **Designated Safeguarding Lead**.

1.6 Missing child

1. If a child seems to be missing, the steps listed below ought to be taken:
2. Notifying the Camp Manager will help him/her notify the other staff members.
3. As in a fire drill, all children should be gathered together so that a roll call and head count may be finished.
4. To verify the identification of the missing child, a complete crew register with faces should be taken.
5. If a child is thought to be missing, APF Head Office needs to know right away so they can provide more support and direction.
6. If it is determined that the child is gone, the other children should be gathered together and supervised by the fewest staff members (as determined by safety) while the other staff members thoroughly explore the grounds and buildings.
7. When a child goes missing and cannot be found for ten minutes, the camp manager will notify the police and notify the parent(s) or guardian(s) of the problem. As mentioned in point 4 above, the Designated Safeguarding Lead will be notified.

2.0 Visitor Policy

APF is dedicated to giving the children in its care a safe and secure environment. The following visitor method must be followed whenever APF has contractors or guests on camp in order to guarantee that the individual in issue has a legitimate cause for being there and won't negatively impact the children. Both scheduled and unexpected visitors and/or contractors must adhere to the Visitor Procedure.

Visitor procedure

- Prior to arriving at camp, all contractors and/or visitors must report to the camp manager. Should the visitor be unable to access the sign in the designated place, they are required to contact the Camp Manager at the number listed on the posters. If the contractor or visitor is allowed entry into the camp, they have to report straight to the APF sign-in station.
- APF shall communicate with the camp management team to determine whether or not any of their designated contractors or guests are there, whereabouts, and whether or not this will affect the camp's safety.
- The camp manager needs to be aware that some schools or locations can see an increase in summertime visitors, especially on test results day. Since these guests will be familiar with the school, they might not adhere to a set of procedures.

- Both the contractor and/or guest must present a current photo ID, which the camp manager will verify. On the first day, we will also require any additional camps that are there to show identification.
- The Camp Manager will contact the visitor's employing organisation (such as Ofsted or the Local Authority) to obtain additional confirmation if they need it regarding the identification of the visitor and/or contractor. Should this prove unfeasible, the Camp Manager will consult APF Head Office for guidance.
- Staff members will take guests and/or contractors off the camp's property if they have no business being there.
- Staff will call the police if the contractor or guest refuses to depart. An incident report will be made in such a case, and the camp manager will be contacted right away.
- The visitor and/or contractor must sign the Visitor Log after approval, indicating the purpose of their visit and the time of arrival.
- Every APF guest will receive an orientation and tour of the camp; they will never be dropped off alone or unattended with kids.
- Any contractor that the school appoints will be under its supervision; however, if they are operating in an APF-used area, they must register with the camp manager.
- Staff members will note the visitor's or contractor's departure time on the Visitor Log sheet.
- Every guest and/or contractor must abide by the visitor code of conduct as set out below.

Visitor code of conduct

APF ask that visitors and contractors:

- Show identification to staff and sign the APF **Visitor Log**.
- Treat children with respect. Once in camp the children's needs and interests take priority.
- Mobile phone or electronic devices to be kept out of sight and not to be used in front of children.
- Respect children's personal space and privacy.
- Only use the designated staff toilets.
- Report to the Camp Manager any concerns about staff conduct or children's wellbeing.
- Ask for permission before joining in with children's play. Although some children love to involve an adult in their play it is not always appropriate for any number of reasons. Please ask a member of staff before you interact with children in their play.

APF ask that visitors and contractors do not:

- Use inappropriate language or display aggressive or threatening behaviour towards staff, children or other authorised adults either in person, on the phone or in writing.
- Discuss sensitive issues within earshot of a child or other adults.
- Take photos or videos unless approved as an official photographer arranged by APF Head Office (as set out in the **e-safety policy (4.0)**).
- Leave tools, bags or other equipment unattended or within reach of children.

APF Visiting Staff

- Any visitor from APF Head Office attending camp should produce their APF Head Office Photo ID card and sign in as a visitor.
- Visitors must be accompanied by an APF member of staff at all times
- APF visiting staff will follow the set Policies and Procedures at all times.
- Any member of APF Head Office Staff that does not present their ID badge will be signed as a normal visitor and accompanied on camp.
- If the Camp Manager requires further reassurance of the identity of the visitor, they will seek advice from APF Head Office.

3.0 Safeguarding Policy

Introduction

This policy has been developed in accordance with the principles established by the Children Act 1989 and in line with the most recently published versions of following:

- “Working together to safeguard children
- “What to do if you are worried a child is being abused
- “Keeping children safe in education.

Safeguarding Policy

Safeguarding children describes the action APF takes to promote the welfare of children and protect them from harm. APF believes that safeguarding children is everyone’s responsibility and that everyone who comes into contact with children and families has a role to play.

APF define safeguarding as

- Protecting children from maltreatment including female genital mutilation and child sexual exploitation
- Preventing children from being pushed into extremism or radicalisation
- Preventing impairment of children’s health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care: and
- Taking action to enable all children to have the best outcomes.

APF believes that all staff need to be vigilant and act on any concerns they may have regarding the welfare of the children they are working with. If any member of staff has any suspicions about the treatment of a child, they must immediately raise it with the designated safeguarding lead (kaz james) or deputy (Simon Tyler) if the DSL is not available so that the appropriate course of action for that child can be initiated. All staff should familiarise themselves with the **Local Safeguarding Children Board’s** contact details which can be found on camp (specific poster), and any Local Safeguarding issues that may have existed in the area. Our general safeguarding procedures are referred to at staff inductions and a copy of the information is sent to them via the staff handbook (page 12).

It is the legal responsibility of APF staff to report any suspicions they have regarding the treatment of the children in their care.

Safeguarding policy including child protection procedures

- All APF **Full Time** employees as a minimum, will complete safeguarding training, refreshed at least every two years, which enables them to recognise signs of potential abuse and neglect. All staff will be alert to the basic signs of abuse, be it physical, emotional, sexual or neglect. They will know to whom they should refer concerns or suspicions and be aware of the procedure to follow if a child discloses information to them regarding a situation in their life.

Full-time staff and seasonal must

- Complete level 1 safeguarding training and refresh annually enabling them to recognise signs of abuse. Note that this may be training instructed by the local authority or a CPD certified course online. All staff are to also attend an induction or refresher induction which outlines a) signs of abuse and how to report all allegations of serious abuse or harm by anyone living with or looking after children as well as serious accidents, illnesses and injuries sustained by any child in APF care , b) Know who concerns or suspicions should be referred to , c) how to be aware of the procedure to follow if a child discloses

information to them regarding abuse, neglect, extremism or radicalisation.

All necessary steps to keep children safe and well are detailed in the following procedures:

- APF shall report any and all claims of severe maltreatment or injury by any individual who resides with, works with, or takes care of children, as well as any significant illnesses, injuries, or accidents that any in APF care sustains. APF is well aware that failing to do so would be against the law.
- APF assigns a key individual to every Early Years group, which is comprised of children aged two to five. This guarantees that each kid receives care that is customised to match their unique needs, assist in acclimating the child to the environment, and provide a stable bond for the child.
- According to the Statutory Framework, APF complies fully with the ratio and qualification standards that apply to children in each age range.

3.01 Summary of ratios and qualifications

Early Years Provision

Children aged three up until 1st September following their fifth birthday (note that our youngest age is 4)

- **Level 6 qualification** = at least one member of staff for every 13 children but at least one other member of staff must hold an approved level 3 qualification.
- **Level 6 person is not directly working with children** =, then at least one member of staff for every eight children but at least one other member of staff must hold an approved level 3 qualification and half of other staff members must be level 2.
- **Where there is no level 6 person present** - for children aged three and above, it is 1:8, the manager of the setting must hold an approved qualification of level 3 or above and at least half of all other staff must hold at least an approved level 2 qualification. Managers appointed on or after 1 January 2024 must have already achieved a suitable level 2 qualification in maths or must do so within two years of starting in the position.

Children aged 6 to 9

For children aged 6 to 9, our staffing ratios are 1:10 to 1:14. However, these ratios are adjusted according to the needs and behaviours of the children, the type of activity, the level of risk involved, and the qualifications and experience of the staff. See elbow notes on SEND children. For example, some SEND children have 1:2:1 support or small group (1:2:4) support.

Children aged 10+

For children aged 6 to 9, our staffing ratios are 1:12 to 1:20 however, again we consider the needs of each child and SEND children normally have lower ratios of support.

RATIOS FOR ALL CAMPS AND PROVISIONS

Ages 4-5	Ages 6-9	Ages 10+
1:8 (may have 6 year olds in group) - see notes above relating to level 6 staff	Between 1:10 and 1-14	Ages 10+ = 1:12 and 1:20

Non Early Years registers including the voluntary register

We ensure that at least one person qualified to Level 2 in a subject related to the service you provide (for example sports based provision should have a L2 sports coaching qualification) or training in the Common Core of Skills and Knowledge.

3.02 Table 1: Qualification requirements

Course	Who is to complete the course?	How should the course be completed?
SAFEGUARDING		
Safeguarding Children Level 3 - Designated Safeguarding Lead	All safeguarding leads	Every 2 years.
Keeping Children Safe In Education – Part 1	All safeguarding Leads and in particular, the person delivering training for staff so they are aware of what topics staff need to know.	Every year
Prevent duty training: Learn how to support people susceptible to radicalisation	All safeguarding leads Offered to all staff	Full course every 2 years Refresher every year
Safer recruitment – in educational settings (due to EY provision)	At least one of the safeguarding leads and all HR recruitment team (if different from the safeguarding leads)	Every year
Female Genital Mutilation: Recognising and Preventing FGM	At least one safeguarding lead Offered to all staff	Every year
Level 1 safeguarding or webinar from local authority	All onsite staff including site managers, EY staff, and instructors	Every year
Induction training on, filtering. methods, behaviour policy, access to safeguarding policy, handbook reference to how to report a disclosure, recording (not making any promises to keep disclosure a secret) , sign of abuse, FGM, sexual exploitation, staff conduct including mobile phones)	New staff = full induction Returning staff = refresher	Every year
FOOD SAFETY AND HYGIENE		

Food Hygiene level 2	All site managers (where food is delivered and served) are required to have a food hygiene level 2 certificate	Every 2 years
SEND PROVISION		
Special Needs Training - CPD Certified	All seasonal staff who support SEND children unless they have a valid certification	Every year
Special Needs SENCO Training	Special Needs Coordinator	Every 2 years
Level 2 Certificate in Special Education Needs and Disability	All SEND staff working for longer terms or permanent staff	Every 2 years
First Aid		
At least one person is qualified on Paediatric first aid onsite at all times.		

3.03 How we ensure the highest standards of safeguarding

- Any noteworthy incident that could have an impact on a person's eligibility for regular contact with children will be reported to Ofsted by APF.
- To guarantee that staff members provide children with high-quality learning and development opportunities, APF makes sure they participate in the proper training and professional development opportunities.
- APF complies with health and safety regulations, particularly those pertaining to fire safety and hygiene, and all sites have personnel who have received the necessary first aid training.
 - APF makes sure that the camp's facilities—both indoor and outdoor—are appropriate for the age of the children being cared for and the activities offered there.
- Smoking and vaping are not permitted inside or on the property of APF.
 - APF makes sure to take all reasonable precautions to guarantee that employees and the kids in its care aren't exposed to unacceptably high risk, and it can provide proof of how it controls risk.
- It is the duty of all staff members to keep children away from radicalism and terrorism. APF acknowledges that the Counter Terrorism and Security Act of 2015 imposes this obligation by statute.
 - Employees will receive training on information sharing and receiving protocols, confidentiality, and the necessity of accurately documenting all conversations—including dates and any necessary follow-up actions.
- A minimum of one Deputy DSL and a Designated Safeguarding Lead (DSL) comprise the APF's Designated Safeguarding Team. The designated lead for safeguarding procedures (DSL) (3.2) shall guarantee that all staff members are knowledgeable about the protocols for safeguarding children.
 - The staff handbook contains processes for sharing and receiving information, as well as important contact numbers that are accessible to all staff members.
- All staff members will get training on the appropriate safeguarding measures for children from the Designated Safeguarding Team.
 - Employees should always adhere to best practices and refrain from acting in a way that can be interpreted as a safeguarding concern. Every employee needs to be alert to any indications of improper behaviour from their coworkers and keep to protocol.

- All safeguarding concerns are to be communicated to Safeguarding team via phone and the safeguarding concern forms. All safeguarding concerns are to be reported to the APF Designated Safeguarding Lead. The Safeguarding team will lead a thorough investigation. If deemed necessary, the case will be referred to the **Local Safeguarding Children Boards**.

3.1 Best practice

The conduct of employees ought not to be criticised. Workers must protect themselves from allegations or liabilities that may cause them to have to deal with the child, their parent(s), guardian(s), or both. Workers must adhere to best practices in whatever they do and ensure that they are not in a situation where they can inadvertently endanger or disturb children entrusted to their care.

Staff members use best practices while they are working with or near children. It also has to do with the knowledge they impart to the kids and how they engage with them. APF staff members will not scream or say anything derogatory.

- When it's feasible, provide constructive criticism and remarks to encourage positive behaviour.
- Minimise physical touch unless it is absolutely required. Make sure that at least one other adult is present when making contact, and that the occurrence is documented on behaviour concern form.
- Be fair to all the children and refrain from showing preference.
 - When interacting with or speaking with the children, show them no judgement.
 - Empathise with the children and understand their emotions.
 - Ensure children are informed of why certain decisions are made in order for them to learn why certain things are done in certain ways (e.g. why you walk a certain way across the car park).
 - Understand that it is their legal responsibility to report any suspected cases of child abuse to their Camp Manager who in turn will inform the **Designated Safeguarding Lead** so the best course of action for that child can be initiated.
 - Not to use a mobile phone or camera whilst leading a session with a group of children as per the **mobile phone policy (4.1)**. To use the company's walkie talkies instead.
 - Be aware of the **e-safety policy (4.0)** to keep young people and staff safe in the digital world.
 - All staff will be made aware of the potential risks of using social networking sites (e.g. Facebook) and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status as per the **social media policy (4.2)**.

3.2 Designated Lead for Safeguarding Procedure (DSL)

It is the duty of everyone working for APF to ensure that children are provided with the highest protection whilst in APF care. As part of the company's **safeguarding policy (3.0)** a Designated Safeguarding Lead is appointed to oversee the child protection and safeguarding provision in all of APF's camps.

Designated Safeguarding Lead: Kaz James (Director)

Deputy Designated Safeguarding Designated Lead: Simon Tyler (Operations Manager)

It is the responsibility of the DSL to make sure that the Deputy DSL receives continuous training and professional development so that he or she can properly handle evolving child welfare concerns and the additional duties that come with the role. This entails being able to spot potential abuse and being aware of the appropriate course of action to follow given the specific facts of each case.

APF will ensure that the DSL and the Deputy DSLs attend relevant new or refresher training courses throughout their time in this role to make sure that they are up to date with all statutory policy and legislation. They must be in the best position to deal with concerns, incidents and allegations, as well as feed

back to the rest of APF staff on any updated safeguarding provisions and policies and any available support resources.

DSLs also attend a weekly Safeguarding Briefing as a way of helping to keep up to date with safeguarding issues, resources and ideas. Published weekly in term-time the Safeguarding Briefing will give us practical information and resources whether you have responsibility for safeguarding or not.

The purpose of the role

The purpose of the Designated Safeguarding Lead for Child Protection is to:

- Make sure that all policies and procedures related to child protection and safeguarding are appropriately implemented, well-defined, and easily available to all personnel as well as the parent(s) or guardian(s).
- Make certain that every member of staff, every child, and every parent or guardian is aware of and comprehends every facet of the APF's safeguarding policy.
 - Make sure that all staff members are knowledgeable of safeguarding laws, that the camps follow them, and that parents/guardians can easily access resources, information, and help about child protection and safeguarding.
- As a personal advisor to all employees, children and parent(s)/guardian(s), encourage them in their role and make sure that everyone knows who they are and how to get in touch with them.
- Serve as the initial point of contact for any staff members, kids, or parent(s) or guardian(s) who are worried about the welfare of a child.
 - Participate in or offer assistance at conferences on child protection.
- Report concerns to the appropriate outside organisations as needed by the specifics of each case.
- Utilise their specialised knowledge and experience in child protection to assist in identifying potential abuse and determining the appropriate course of action.
 - Verify that every member of the staff is accepting accountability and adhering to protocol in order to protect the camp's children.

3.3 Fundamental British values

What are British Values?

The Fundamental British values were first set out in the Government's Prevent Strategy 2015. In the "Early Education and childcare: Statutory guidance for local authority" document published by the Department For Education, British values are described as democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

The promotion of these fundamental British values are reflected in the Early Years Foundation Stage (EYFS) at APF and exemplified in an age-appropriate way through practice guidance below:

- **Democracy** - making decisions together e.g. giving opportunities to develop enquiring minds in an atmosphere where questions are valued).
- **The rule of law** - understanding that rules matter as cited in Personal Social and Emotional Development, (e.g. collaborating with children to create rules and codes of behaviour) and in line with the **behaviour policy (13.0)**.
- **Individual liberty** - freedom for all e.g. reflecting on people's differences and understanding APF are free to have different opinions.
- **Mutual respect and tolerance** - treat others as you want to be treated, e.g. sharing and respecting others' opinions.

How APF promote British values strategies in their settings Strategies include, but are not limited to:

- encouraging children to wait to speak and to listen to one another.

- How to carry on a dialogue.
- kindness, generosity, and consideration for others.
- promoting good table manners.
- encouraging courtesy by using the phrases "please" and "thank you."
- encouraging listening when it's time for stories and songs.
- fostering understanding and empathy.
- promoting appropriate behaviour and teaching morality.
- encouraging sharing and taking turns.
- fostering friendships and friendships.
- Team work.

3.4 Tackling extremism and radicalisation policy

APF is devoted to ensuring the safety and well-being of each child enrolled in a camp. Every employee understands that protecting against extremism and radicalisation is the same as protecting against any other vulnerability in today's society. To prevent vulnerable people from becoming radicalised or exposed to extremist ideas, the APF has developed a policy that addresses extremism and radicalisation. This policy outlines APF values, methods, and processes.

The following national guidelines should also be read when working with this policy:

1. Prevent Duty (DfE)
2. Keeping Children Safe in Education (DfE)
3. Working Together to Safeguard Children (HM Government)

Aims

1. The goal of the APF's combating extremism and radicalisation strategy is to offer a framework for handling problems involving exposure to extreme ideas and susceptibility. The goals are for all staff members to know what extremism and radicalisation are and why it's important to exercise caution when campers are around.
2. All staff will understand the policy for tackling extremism and radicalisation and will follow the policy guidance swiftly when issues arise.
3. All children will understand the dangers of radicalisation and exposure to extremist views: building resilience against these and knowing what to do if they experience them.
4. All parent(s)/guardian(s) will know that the policies are in place to keep children safe from harm and that APF regularly reviews its systems to ensure they are appropriate and effective.

Definitions and indicators

Radicalisation is defined as the act or process of making a person more radical or favouring extreme or fundamental changes in political, economic or social conditions, or institutions or habits of the mind.

Extremism is defined as the holding of extreme political or religious views.

A child may exhibit a variety of behaviours that could point to radicalization or exposure to extreme viewpoints. Among them are:

- Daily actions are becoming more and more focused on an extreme ideology, organisation, or cause.
- loss of interest in friends and pursuits unrelated to the radical cause, organisation, or ideology.
- altering their look or manner of dressing to support a certain radical cause, organisation, or ideology.
- possession of items or symbols linked to a radical cause, organisation, or philosophy.
- attempts to enlist new members of the radical group, ideology, or cause.

- Conversations that imply affiliation with an extreme ideology, organisation, or cause.
 - referring to another philosophy, group, or cause group with pejorative or offensive titles.
 - An increase in prejudice-related incidents committed by that person – these may include: – Physical or verbal assault.
 - Provocative behaviour.
 - Damage to property.
 - Derogatory name calling.
 - Possession of prejudice-related materials.
 - Refusal to cooperate.
 - Condoning or supporting violence towards others.

Procedures for referrals

It is critical to maintain a state of alertness at all times and to stay up to date on the issues affecting the cities, towns, and society that APF serves. When concerns arise, staff members are reminded to be "professionally inquisitive" and to suspend any "professional disbelief" that radicalization "could not happen here." They should also report any concerns to the designated safeguarding lead (3.2).

APF believes that protecting those who are vulnerable can be accomplished through intervention. Staff members need to be aware of the procedures that front-line professionals follow when they receive concerns about an individual, group, or cause that aligns with extremist ideology. Timely response is crucial. It is vital that APF personnel possess the self-assurance to confront, step in, and guarantee that robust safeguarding protocols are grounded in the most recent guidelines and optimal practices.

DSLs undertake Channel General Awareness training created by the College of Policing. The DSL for APF will discuss the most appropriate course of action on a case-by-case basis and will decide when a referral to external agencies is needed.

As with any child protection referral, staff must be made aware that if they do not agree with a decision not to refer, they can make the referral themselves and will be given the contact details to do this via the Safeguarding Board on camp. APF staff have the option to follow the APF **whistleblowing policy (8.0)** if they are not comfortable discussing the concern with their line Manager.

3.5 Child sexual exploitation policy

Concerns regarding the extent of sexual exploitation and the realisation that any child could be the target of grooming and exploitation have led to the development of this policy. All volunteers, camp employees, and head office staff are expected to abide by this guideline.

Definitions

An updated definition of child sexual exploitation has been provided by the government. The updated, more precise definition will make it easier for professionals in all service areas to identify and comprehend the signs of child sexual exploitation. It will also assist authorities in documenting, examining, and resolving incidents.

“Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact: it can also occur through the use of technology.”

The revised definition is included in the Working Together to Safeguard Children Statutory Guidance.

- Children can be taken advantage of by a single person, a group of people acting in concert, or a gang.
- The act of "preparing" a boy or girl for sex is known as grooming. A youngster is often groomed slowly and subtly over the course of several weeks or months, giving them a false sense of security. There is always dishonesty and manipulation involved.
 - There are two accepted forms of grooming: online grooming, which makes use of technology like smartphones and the internet, and street grooming, which takes place in the community.

The complexity and challenge of sexual exploitation and grooming

Finding children and teenagers who are vulnerable to sexual exploitation can be challenging. Children are lured into what they first believe to be a fresh and nurturing relationship with an interesting older boyfriend or girlfriend through the grooming process. When you try to warn the child about the risks, they can react negatively and mock you. When the child finally comes to terms with the reality of the "relationship," they might have already suffered from severe sexual, physical, and psychological abuse, been threatened with having indecent photos or videos of their abuse circulated, or been told that speaking out would put them or their family in danger. It should come as no surprise that the youngster will refuse to report the abuse, especially to adults who have authority over them like teachers.

The child may find it impossible, for a number of reasons, to speak to their parent(s)/guardian(s) and their abusers will have sought to isolate them from their family and friends. Some children may have developed drug or alcohol addictions and rely on their abusers for supply.

Procedure

Throughout the holidays, camp staff members interact with children on a regular basis and are crucial in ensuring their safety and providing them with assistance should things go wrong. APF will: Increase staff knowledge of sexual exploitation and grooming in order to protect kids from these harmful practices.

- If a concern is expressed, assist parent(s) or guardian(s) in understanding the situation.
- train staff during inductions on the topic of sexual exploitation and grooming so they are more aware
- Participate in arrangements for child protection and multi-agency safeguarding.
 - Encourage safe and wholesome partnerships.

Sexually active young people

A person under the legal age of eighteen is considered a child. Just as not all child sex is illegal, not all child sex is abusive. Care providers and other agencies are expected to use professional judgement to determine whether a concern about sexual activity involving a child over the age of 13 is exploitative or abusive and should be referred to children's social care or the police, even though the law is very clear on certain aspects of sexual activity. Any sexual behaviour with children under the age of 13 is illegal, and APF will always report any concerns of this kind to children's social services.

Procedure for reporting

Camp staff should report any concern about under-age sexual activity to the **Designated Safeguarding Lead (3.2)** who will decide on the most appropriate course of action.

Camp staff that are approached by a child wishing to discuss sexual matters must make it clear to the children that they cannot guarantee confidentiality but will act in the child's best interests.

3.6 Female Genital Mutilation

Female Genital Mutilation is a form of child abuse and as such is dealt with under the APF **safeguarding policy (3.0)**. APF uses the World Health Organisation definition as written below.

“Female Genital Mutilation (FGM) comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons.”

The UK Government has written advice and guidance on FGM that states:

“FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child’s right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child.”

“Girls are at particular risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM.

Communities in the UK most at risk of female genital mutilation are those from Kenya, Somalia, Sudan, Sierra Leone, Egypt, Nigeria, and Eritrea. Nonetheless, women from non-African cultures, such as those from Yemen, Kurdistan, Indonesia, and Pakistan, are also vulnerable to FGM.

Procedures

APF take proactive action to protect and prevent girls being forced to undertake FGM BY 🎬

Having a robust attendance policy that does identify any unexplained absences.

🎬 Giving FGM training for the **Designated Safeguarding Lead and team (3.2)** with disseminated training for all staff on camp.

Indications that FGM has taken place

- Prolonged absence from camp with noticeable behaviour change – especially after a return from holiday.
- Spend long periods of time away from the sessions during the day. e.g. extended toilet breaks.
- A child who has undergone FGM should be seen as a child protection issue.

Indications that a child is at risk of FGM

- The family comes from a community that is known to practice FGM - especially if there are elderly women present.
- In conversation a child may talk about FGM.
- A child may express anxiety about a special ceremony.
- The child may talk or have anxieties about forthcoming holidays to their country of origin.
- Parent(s)/Guardian(s) may comment on overseas travel.
- If a woman has already undergone FGM – and it comes to the attention of any professional, consideration needs to be given to any Child Protection implications e.g. for younger siblings, extended family members and a referral made to the **Designated Safeguarding Lead (3.2)** who will decide on the most appropriate course of action.
-

If a member of staff suspect that a child is a victim of FGM it is their responsibility to raise the concern with the APF Designated Safeguarding Team who will provide advice. The DSL will use the [FGM Safeguarding Pathway \(publishing.service.gov.uk\)](#) to help him/her make the correct decision.

Record

All interventions should be accurately recorded using the **safeguarding form (10.0)**.

Referrals

The Designated Safeguarding Lead needs to seek advice about making referrals to Social Care and follow the Local Authority Safeguarding Boards Procedure Guidelines on FGM and Child Protection referrals. However we are also aware that:

It is the law that any 'teacher' in the UK reports known acts of FGM (or has evidence to suggest that FGM is likely to occur) to the Police via 101.

3.7 Self Harm Policy

According to recent study, up to 10% of young people in the UK self-harm, and this percentage is higher among particular populations, such as young people with special educational needs. Staff members at APF can be instrumental in identifying self-harm, helping to prevent it, and providing assistance to parents and children who may be self-harming at the moment.

Definition of Self-Harm

Self-harm is any behaviour where the intent is to deliberately cause harm to one's own body for example:

- Cutting, scratching, scraping or picking skin
- Swallowing inedible objects
- Taking an overdose of prescription or non-prescription drugs
- Swallowing hazardous materials or substances
- Burning or scalding
- Hair-pulling
- Banging or hitting the head or other parts of the body

Risk Factors

Several factors can contribute to making a child vulnerable to self-harm: individual factors such as:

- Depression / anxiety
- Poor communication skills
- Low self-esteem
- Poor problem-solving skills
- Hopelessness
- Impulsiveness
- Drug or alcohol abuse Family factor:
- Unreasonable expectations
- Neglect or physical, sexual or emotional abuse
- Poor parental relationships and arguments
- Depression, self-harm or suicide in the family And social factors, such as:
- Difficulty in making relationships / loneliness
- Being bullied or rejected by peers

Staff members at APF may notice warning indicators that point to a child's struggles and potential for suicidal or self-harming ideas. When staff members notice any of these warning indicators, they should always take them seriously and consult a member of the assigned safeguarding team for additional guidance.

Possible warning signs include:

- Changes in eating / sleeping habits (e.g. children may appear overly tired if not sleeping well)
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity and mood e.g. more aggressive or introverted than usual

- Lowering of academic achievement
- Talking or joking about self-harm or suicide
- Abusing drugs or alcohol
- Expressing feelings of failure, uselessness or loss of hope
- Changes in clothing e.g. becoming a goth

Staff Roles in working with children who self-harm

If a child is worried about their own or a peer's welfare, they may decide to confide in an APF employee. When a child self-harms, APF personnel may feel a variety of emotions, including rage, despair, astonishment, disbelief, remorse, helplessness, disgust, and rejection. However, it's crucial to make an effort to keep an open and supportive attitude in order to provide children with the best care possible. A child who chooses to talk to an APF staff member about their concerns is demonstrating a great deal of bravery and trust.

Children should be informed that staff members might not be able to provide total secrecy. Confidentiality cannot be maintained if you believe that a young person poses a serious risk of self-harm. Even if a youngster presses you to maintain anonymity, it's crucial to resist making unreachable promises.

Any member of staff who is aware of a child engaging in, or suspected to be at risk of engaging in, self-harm should consult one of the designated safeguarding team.

Following the report, the designated safeguarding team member will decide on the appropriate course of action.

This may include:

- Contacting parents / carers
- Arranging professional assistance e.g. doctor, nurse, social services
- Arranging an appointment with a counsellor
- Immediately removing the children from activities if their remaining on camp is likely to cause further distress to themselves or their peers
- **In the case of an acutely distressed child, the immediate safety of the child is paramount and an adult should remain with the child at all times.**
- **If a child has self-harmed whilst attending APF a first aider should be called for immediate help.**
- **Head Office must always be notified immediately if there is suspicion or evidence of self harming.**

Further Considerations

Any meetings with a child, their parents or their peers regarding self-harm should be recorded in writing including:

- Dates and times
- Concerns raised
- Details of anyone else who has been informed

This information should be stored in line with APF Policy on retaining confidential documents.

Encourage the child to discuss if staff members witness them self-harming or if a camper has mentioned doing so, even if it is in relation to a parent, sibling, or friend. Friends can be concerned about violating trust, so they need to know that self-harming can be extremely hazardous and that asking for aid or advice for a

friend is a responsible and considerate gesture. They also need to be reassured that they are not in any risk. They should also know that their acquaintance will receive considerate and encouraging treatment.

The peer group of a young person who self-harms may value the opportunity to talk to a member of staff either individually or in a small group. Any member of staff wishing for further advice on this should consult one of the APF designated safeguarding team.

When a young person is self-harming it is important to be vigilant in case close contacts of the individual are also self-harming.

4.0 E-Safety Policy

Policy

It is the responsibility of every member of the APF staff to make sure that children are safe from harm both inside and outside of the camp. Although every attempt will be taken to mitigate against hazards, it is likely that APF will never be able to do so entirely. In order to maintain the safety of the children and staff, any events that do occur will be handled promptly and in accordance with this policy.

Maximising the educational benefits of Information and Communications Technology (ICT) while minimising associated dangers is possible through the implementation of e-safety, a framework of policy, practice, education, and technology support that guarantees a secure e-learning environment.

Aims

- To offer valuable guidance and resources to APF staff to ensure that they can provide a safe and secure online environment for all children in their care.
- To raise awareness to staff and the parent(s)/guardian(s) of the potential risks associated with online technologies.
- To provide safeguards and rules for acceptable use to guide all users in their online experiences.
- To ensure staff and the parent(s)/guardian(s) are clear about procedures for misuse of any technologies at camp.

Scope of policy

All employees, kids, parents, guardians, guests, and contractors who use technology at camp or access the internet are subject to this policy. This covers the usage of personal gadgets brought onto an APF camp by all of the aforementioned groups, including cell phones and iPads/tablets. This policy also applies to employees or persons who have been given APF-issued devices, like a work laptop or mobile phone, to use off-site.

Staff responsibilities procedure

All staff (including visitors) have a shared responsibility to ensure that children are unable to use the internet and related technologies as per the **mobile phone policy (4.1)**. If any staff member suspects that a child is subject to abuse via an online platform, then this is categorised as a Child Protection concern and the **safeguarding policy (3.0)** must be followed.

E-mail use

- APF provides full time staff with access to a professional email account to use for all work related business (to be used to correspond with APF Head Office only). This allows for email content to be monitored and protects staff from the risk of allegations, malicious emails or inappropriate contact with children and their families. For seasonal staff, we do not permit them to share their personal emails with parents (or personal phone numbers).



Staff must not engage in any personal communications with children who they have a professional responsibility for. This prohibits contact with former children outside of camp.

- All e-mails should be professional in tone and checked carefully before sending, just as an official letter would be.

Use of Social Networking sites (advertising or parental contact)

Due to the public nature of social networking and the inability to keep content truly private, great care must be taken in the management and use of such sites. Best practice guidance states that:

- Identifiable images of children should not be used on social networking sites. The content is checked by Head office staff who must get parent permission before uploading photos.
- Privacy settings are set to maximum and checked regularly.
- For safeguarding purposes, photographs or videos of looked after children must not be shared on social networking sites.

Please refer to the **social media policy (4.2)** for further guidance.

Mobile or smart phones

Staff:

- As per the **mobile phone policy (4.1)**, personal mobile phones are permitted on camp, but are to be used during break times only, within designated areas away from children.
- Personal mobile phones must never be used to contact children or their families, nor should they be used to take videos or photographs of children. This is a gross-misconduct and will be treated as such if staff are seen on their phones in front of children.

Staff:

- Before any photos or videos of children are taken or utilised within the camp, including displays, the APF website, and other marketing materials, written agreement from the parent(s) or guardian(s) must be acquired.
- When taking pictures and films of youngsters, staff members will make sure the kids are relaxed and comfortable.
- Staff members are not permitted to capture pictures or videos of children using their own devices, including cameras, video equipment, or camera phones.

Laptops and tablets

Staff and visitor use:

Personal use of laptops or computing facilities, whilst on site, is left to the discretion of APF and may be permissible if kept to a minimum. They must be used away from children.

- APF does not permit personal use of devices that employees have been given or have been given permission to use for work (such as a laptop). The camp manager is typically the sole person with authorization to use the laptop and other equipment.
- It is not recommended for staff to bring laptops or tablets to camp; if they do, they must notify the camp manager.

Children's use:

- As per the **mobile phone policy (4.1)**, children are not permitted to have any electronic devices 'out' at camp. We do recognise, nevertheless, that certain children may require a phone to camp in case of an emergency (such if they are required to walk home alone at the end of the day).
- In such circumstances, children are forbidden to use their phones at camp and must turn them off if they bring them
- Should a child been seen with their mobile phone out, they will be asked to put it away and warned that if it is seen out again, parents will be called for them to be collected. Note that we do not confiscate mobile phones from children unless we feel they is a serious breach of safeguarding.



Data storage and security

- Sensitive data, photographs and videos of children which leave the premises will only be stored on devices authorised by APF.

4.1 Mobile phone

policy

For children

The widespread ownership of mobile phones among young people requires that APF staff, children and their parent(s)/guardian(s) take steps to ensure that mobile phones are used responsibly at camp.

Mobile phones are considered banned items and as such can be searched for and confiscated.

APF has established the following policy for mobile phones that provides staff, children and their parent(s)/guardian(s) guidelines and instructions for the appropriate use of mobile phones during camp hours.

Use of mobile phones presents a number of problems, including:

- Since mobile phones can be expensive goods, a child may be more susceptible to theft.
- Children who own mobile phones (regardless of the cost and sophistication of the device) may become the target of jealousy or derision, which may have negative consequences for their behaviour, including possible bullying.
- The use of mobile phones for texting, even when they appear to be silent, has the potential to undermine group discipline and interfere with others' enjoyment.
 - Because of improper image capture, use, or distribution, using more recent phones with built-in cameras may raise concerns about data protection and child safety.

Responsibility

- Mobile phones should not be brought to camp. APF advises all parents/guardians to discourage children from bringing mobile phones to camps on the grounds that they are valuable and may be lost or stolen.
- Where a child is found, by a member of staff, to be in unauthorised possession of a mobile phone, the child's parent be informed and the child given a warning. If the child continues then the child will be sent home.
- The staff reserve the right to view the content of any child's mobile phone at any time in respect to issues regarding the safeguarding of children (two members of staff will be present).
- This policy is linked to the **behaviour policy (13.0)**. APF will treat breaches as they would treat any other breach of APF rules and discipline accordingly.
- Children should protect their phone numbers by never giving their mobile phone number to anyone whilst at APF. This helps protect the child's number from unwanted messages and calls.
- APF accepts no responsibility for replacing lost, stolen or damaged mobile phones whilst on camp.

Unacceptable use

- Children who bring a mobile phone to camp by mistake should **never** leave it in their coat/bag when they arrive.
- Mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or be used for any other application during camp time.
- Using mobile phones to bully and threaten other children or staff is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour and the **behaviour policy (13.0)** will be followed.
- Using mobile phones to photograph or film any child or member of staff is unacceptable.



For staff

APF acknowledges that staff members will own a mobile phone device and that they will bring it with them to camp. APF has established the following policy for mobile phones, providing staff with guidelines and instructions for the appropriate use of mobile phones during camp hours.

The level of child care and supervision cannot be compromised by the use of a cell phone. It is strictly prohibited for staff members to use unapproved equipment, such as personal mobile phones, when they are in charge of a group of youngsters. If this employee is found to be doing so, it will be considered misbehaviour.

Children should only use mobile phones when they are out of reach and out of sight.

Radio sets and a camp manager phone will be provided to APF staff so they can communicate with one another while at camp.

APF will only use a camera/phone on camp if taking pictures for marketing reasons. APF will always ask permission from parent(s)/guardian(s) beforehand. If APF employ an outside company, they will follow the **accompanied at all times when on camp**. If APF runs any competitions on camp, pictures can be taken but must not have any children in them and only the Camp Manager may do so.

Unacceptable use

- It is inappropriate and will not be accepted for staff members or other kids to be threatened or harassed by using their phones. It may be considered criminal activity in some situations.
- Camps are not allowed to have cameras, and staff members are not allowed to snap photos of the kids using their phones. If this employee is found to be doing so, it will be considered misbehaviour.

Accepted use

- All Camp Managers have a mobile phone on camp for the protection of the children. The following regions and reasons are the only ones in which this phone may be used: the safety of children under APF's care is of utmost importance.
- To give permission for Head Office to communicate with a Camp Manager, or the other way around, on any pertinent information about how the camp is being managed on that specific day.
- to give the parent(s) or guardian(s) the opportunity to speak with a camp manager directly about their child. This could be to notify the camp of a late pick-up or to schedule a different pick-up time. Alternatively, it could be used if the camp manager has to get in touch with an authorised adult relating to a child.

Exception: The only exception is in a setting where the camp is spread across a very large area, and with permission from the Camp Manager, another staff member is asked to keep their personal phone on them (without so if an emergency situation occurs, contact can be made. In most instances radio communication devices are provided to account for this and if a situation arises the main priority is always the welfare of the children in their care.

All parent(s)/guardian(s) and child contact numbers are kept only by Head Office and the Camp Manager. Contacts are not stored on the mobile phone but are presented to the Camp Manager as a report which is kept with them at all times.



4.2 Social media policy

Policy

- The purpose of this policy is to assist staff in using social media platforms, including but not limited to blogs, wikis, social networks, podcasts, forums, message boards, and comments on online publications, in an appropriate manner.
- This policy describes the guidelines that APF requires employees to follow when using social media, the situations in which APF will keep an eye on social media use, and the steps that APF will take to address policy violations.
- This policy is not included into any employment contract and is subject to change at any time.

Who is covered by the policy?

- This policy covers all individuals working at all levels including Directors, Senior Managers, staff, trainees, homeworkers, part-time and fixed-term, casual and agency staff (collectively referred to as staff in this policy).

The scope of the policy

- In order to preserve the privacy, confidentiality, and interests of APF, its employees, partners, and clients, it is expected that all staff members will always abide by this policy.
- A violation of this policy could be handled through the APF's disciplinary procedure, and in extreme circumstances, it might be viewed as egregious misconduct that results in summary termination.

Responsibility for implementation of the policy

- The overall accountability for this policy's smooth execution rests with the Director.
- The Director bears the responsibility of overseeing and evaluating the implementation of this policy, as well as formulating suggestions for modifications aimed at reducing operational risks.
- Each employee is in charge of adhering to this policy on their own and making sure it is implemented consistently. It is imperative that all employees make the effort to read and comprehend it. Reporting any infraction of this policy to the appropriate Line Manager is advised.
- To inquire about the terms or implementation of this policy, please contact the line manager of the employee.

Representing APF on social media

- By managing company social media accounts or commenting on our behalf, certain employees represent APF. To preserve the reputation and image of APF, we count on them to behave sensibly and cautiously. While speaking with people on behalf of APF, these employees should: Show consideration, be courteous, and be patient. They ought to exercise additional caution while announcing or promising anything to clients.
- Observe our data protection and privacy policies as well as the laws pertaining to fair use, copyright, trademarks, and plagiarism.
- Refrain from arbitrarily removing or disregarding comments. They ought to pay attention and react suitably.
- Never publish remarks or information that is derogatory, libellous, or discriminatory.
- As soon as they become aware of any misleading or false content, they immediately correct or remove it.

Personal use of social media

- Social networking sites like Facebook are a commonplace aspect of daily life, used by both adults and children attending camps. Employees shouldn't act or present themselves on social media in a way that could:
- Cast APF in a negative light.
- result in legitimate grievances from parents.



- be seen as disparaging to APF or its clients.
- Be disparaging towards kids and/or their parent(s) or guardian(s).
- Cast doubt on their suitability for working with children and adolescents.

Whatever the medium, all interactions between kids, parents, guardians, and staff should happen inside well-defined, formal professional limits. Using text messages, digital cameras, video, webcams, webpages, and blogs are all included in this. Employees should make sure that all correspondence is clear and susceptible to inspection. To sum up, this implies that employees:

- Never provide a child in the care of APF with any personal information you find online.
- Should not use social media to communicate with children under APF care or to establish online "friendships."
- Social networking profiles of children under the care of APF should never be used or accessed.
- should refrain from providing children in the care of APF with any personal information, including mobile numbers.
- Should not send private communications to children in APF over the internet or other web-based communication channels.

We advise our staff to:

- Make sure people are aware that APF does not endorse or represent personal viewpoints or information on social media accounts belonging to individuals.
- Never use a logo or other intellectual property on your own account without authorization.
- Not send, share, upload, or post a link to any content that is offensive, vulgar, discriminatory, harassing, disparaging, or defamatory.
- Never share private, confidential, anti-competitive, or commercially sensitive information. You should also never upload, post, or forward any third-party content without that party's permission.
- Don't talk about coworkers, rival businesses, clients, or suppliers without their consent.

Monitoring the use of social media sites

- Employees should be informed that their use of social media, whether or not for business objectives, may be observed. If violations of this policy are discovered, APF Disciplinary Procedure may be used to address the situation.
- If APF determines that personal usage of particular social media sites is excessive, it reserves the right to restrict or prohibit access to those sites. Only the extent allowed by law, as well as what is essential and reasonable for business purposes, is monitoring done.
- In certain situations, misusing social media might result in criminal charges or other legal ramifications for the staff member and APF.
- Specifically, it will be considered gross misconduct if you publish, post, or forward a link to any of the following kinds of content on a social media platform, whether in your personal or professional role (this is not an exhaustive list):
- Pornographic material is defined as prose, images, movies, and video clips that are suggestive or explicit about sex:
- A false and disparaging comment made about any individual or group:
- Content that could embarrass APF, host camps, or staff members, or that is offensive, obscene, illegal, discriminatory, or disparaging:
 - Confidential information that you are not expressly authorised to share concerning APF, any employees, or host camps:
 - Any other remarks that could expose you or us to liability, whether it be civil or criminal: or
 - Content that violates someone's privacy or violates copyright or other intellectual property rights.



- Any such action will be handled in accordance with the APF Disciplinary Procedure, and summary dismissal is probably what will happen.
- In the event that misuse is discovered, APF may conduct a more thorough investigation in line with the APF Disciplinary Procedure. This investigation may include reviewing and disclosing monitoring records to individuals designated to carry out the investigation as well as any managers or witnesses. Such data may be provided to the police in the course of a criminal investigation, if needed.

5.0 Intimate Care Policy

Definition

Any care that involves cleaning up a child after they have soiled themselves, washing, touching, or performing an intrusive procedure on sensitive personal parts is considered intimate care. As part of a staff member's duty of care, cleaning will typically be required in certain situations for hygienic reasons.

Responsibility

Because intimate care is such a delicate topic, staff members must be considerate of the child's demands. A high degree of privacy, autonomy, and choice should always be maintained in order to protect the child's dignity. The importance of child protection concerns will be widely recognised. Employee conduct needs to be transparent, and employees need to collaborate with the parent(s) or guardian(s) to offer children and young people continuity of care whenever feasible.

APF is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. APF recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

5.1 Best practice

- Every child that requires intimate care will be managed according to a meticulous plan. The welfare and dignity of the kid are of utmost significance, and they are treated with respect at all times when they require close care.
- Staff will read and sign page 2 of the SEND passport when changing children
- Employees who provide personal care are properly trained in best practices and have received training in child protection, health and safety, and lifting and moving techniques.
- Employees will receive assistance in modifying their methods to meet the needs of certain kids while considering life stages like menarche and puberty.
- The child will receive all the assistance they need to reach the maximum degree of independence that is appropriate for their age and skill set. Every child will be encouraged by staff to help as much as they can. This could entail, for instance, assigning the youngster personal hygiene responsibilities.
- The right to privacy of every child will be upheld. When a child needs to use the lavatory, the circumstances of each child will be carefully taken into account to decide how many staff members could be required. One adult will, if feasible, care for one child, but they will be watched over by a second staff member. Every instance of personal care needs to be meticulously recorded.
- The same child will, if at all possible, not receive regular care from the same adult. This will help to prevent the development of overly familiar relationships while also preventing the child from receiving care from a series of disparate carers.
- Staff members should only provide personal care to individuals of the same sex wherever feasible. This rule may, however, occasionally need to be suspended in cases where failing to provide the necessary care would constitute carelessness. For instance, female staff members may need to assist boys in camp if there are no available male staff members.



- Regular discussions with the parent(s) or guardian(s) will take place regarding intimate care arrangements, which will then be documented on the child's care plan. The needs and wishes of children and the parent(s)/guardian(s)
- will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Health and safety of intimate care

- Urine, faeces, vomit, and blood will all be cleaned up right away and properly disposed of by double bagging the garbage and taking it outside of the building. Staff members will put on disposable plastic gloves and aprons as personal protective equipment while handling bodily fluids and will thoroughly wash their hands thereafter. Staff will not rinse soiled children's clothing; instead, it will be bagged and sent home. Children will not be allowed near the scene until the matter has been completely resolved.
- The APF staff will uphold the highest standards of personal cleanliness and will do everything within their power to stop the transmission of infection.

First aid with intimate care

- First aid providers should make every effort to secure the presence of additional adults or youngsters. The child's dignity must always come first, and if greater personal contact is needed (such as helping with personal hygiene or taking off damp or soiled clothes), another staff member should be nearby and informed about the work being done.
- It is advisable to budget for frequent needs for personal first aid. An **Administration of Medicine Form** should serve as a clear and simple means of recording any agreements made between the camp and those with parental responsibility. Such requirements' necessity should be periodically assessed. It is imperative to proactively seek the child's perspective and resolve any unease with the arrangements. The first page needs to be signed by parents and the site management.

5.2 Toilet training

APF asks that children attending non-SEND camps have been toilet-trained. If a child is still in nappies, he/she is unsuitable for camp activities, and APF asks that the child is not booked onto camp these camps. Some SEND camps however offer this provision.



APF understands that accidents can happen, and suggest that younger children bring a change of clothes. If a child is to soil themselves whilst on camp then the **intimate Care Policy (5.0)** will be followed.

6.0 Safer Recruitment and Employment Policy

APF's stellar reputation for providing high-quality childcare is a result of every employee's diligence and professionalism. In order to protect the children as well as the staff members working in the various camp settings and larger offices, APF has a stricter safer recruitment policy in place since they prioritise the safeguarding and safety of all children.

6.1 Recruitment

- Safer Recruitment
- APF use a variety of recruitment channels to appoint staff members with relevant experience in childcare. Recruitment decisions are made following an extensive application, interview, training and vetting process. Camps are staffed with the following positions:
- Regional Manager
- Camp Manager
- Early Years Practitioner
- Senior Activity Instructor
- Lifeguard



- Activity Instructor
- Specialist Course Leader (such as sports and Archery)

In making the decision, the following factors are taken into account:

Relevant childcare qualifications or applicants studying towards a relevant qualification. It is preferable that Early Years Practitioners have a Level 3 in childcare (essential for camps where 3 year olds attend).

preferable Pediatric First Aid (noting that one person must have a first aid to onsite at all times.
Experience working with children in similar environments.
Personality and enthusiasm.

6.1a Advertising

At APF, we're committed to creating an atmosphere where people's originality and diversity are valued and acknowledged, and where our organisation gains from the special advantages these distinctions provide. Regardless of age, handicap, gender, ethnicity, marriage status or civil partnership, country, race, religion or belief, sex, or sexual orientation, this commitment fosters respect and equitable treatment for all people. In line with the 2010 Equality Act, we demand that this regard be applied to every facet of our business and our behaviour. We use multiple avenues to publicise our job openings, including our own website, local schools, and specialised job boards. We think that by using this strategy, we can reach a large pool of candidates and make sure that APF draws the top potential.

6.2 Selection and appointment

In appointing staff, APF use the following procedures:

Application Form: All new candidates are required to complete the extensive Online Application Form. This must be signed.

This gathers information required by Ofsted including contact information, relevant experience, qualifications, references and DBS information.

Interview: Candidates with a strong application will be invited to take part in a video interview with one of our Recruitment team for a suitable role. Camp Manager applicants may be required to attend an assessment day. At least one member of the Assessment Panel will have completed Safer Recruitment Training. All members of the HR Recruitment team have received extensive Safer Recruitment Training.

APF uses interview templates which helps to assess a candidate's suitability for the role by investigating their experiences, motivation for working with APF, any gaps in employment, ability to adapt to on-camp scenarios, personality and safeguarding experience amongst other factors.

References: APF requires two professional or academic references covering for every candidate as sufficient evidence to establish a candidate's employment and educational history.

Health Declaration: All staff are required to complete a self-assessed Health Declaration for APF to ensure they are fit for work and declare any medical issues that may impact their role on camp. Where any concerns are raised, further discussion will take place with the HR Recruitment Coordinator.

Certificates and Qualifications: All staff are required to upload copies of their certificates relevant to the role - onto the application portal. These records are kept on file centrally at Head Office; the staff member is required to have the originals on camp for inspection, if required.



Photo ID and Right to Work in the UK: All staff members are required to evidence that they are eligible to work in the UK, by providing at least 1 form of photo ID, which will be kept on file centrally at Head Office (online portal).

In addition, staff members are also required to provide another form of ID, for example a bank statement showing their current address. Staff members are required to show photo ID when they arrive at any training day or on their first day on camp.

ENHANCED DBS Checks:

DBS Checks: staff are required to hold an enhanced DBS certificate (with barred list check as all staff are seeking to work in regulated activity relating to children), which may be registered on the DBS Update Service.

DBS certificates can be obtained and issued via APF and are valid for three years before we issue a new one. This is inline with good practice within schools.

When can we accept enhanced DBS certificates not issued by APF (K James consultancy and Headship)?

Non APF DBS certificates will be accepted if they are either on the Update Service (with copy), were issued within the last 12 months (own regulations beyond what is expected by KCSIE), providing there was not a break in service of more than 3 months. On this occasion, a barred list check will be carried out.

If a staff member without an APF issued DBS Check is signed up to the DBS Update Service, APF is required to see an original copy of the Disclosure to check that it is authentic and relevant to the correct workforce. The DBS Update Service allows APF to check that nothing has been added to a disclosure since it was issued.

Local authority regulations

We also acknowledge that some Local Authorities insist that "DBS checks completed by another organisation are not accepted unless the DBS Update Service is subscribed to and used to check current status". We therefore take into consideration each county's specific requirements before making a decision.

Contract Paperwork

All staff will be sent a contract of employment, which they are asked to read, understand and sign. Contracts should be returned to the HR team within 7 days of issue, along with their bank details, new starter checklist (tax position) and any other relevant information.

APF Reserve Staff Members: Where an applicant is strong, but no position is currently available, that applicant will be invited to training and appointed as a trained reserve staff member. They are subject to the same background checks and training as appointed staff members and are called upon as and when work is available. This is usually to cover last minute sicknesses and dropouts or when there are increases in bookings.

Returners: Returning members of staff are reinterviewed if they have not worked for us for more than 1 season. This is to inform APF of any change in circumstances. This ensures APF records are kept up to date



and employment gaps are monitored. APF will not re-employ anyone that has previously been dismissed from the Company.

Performance Management & Appraisals: All staff members will be subject to ongoing performance management to help identify strengths and weaknesses. This is done informally during seasons and formally at the end of each season. Copies of the appraisal forms are sent to each candidate.

Seasonal appraisals will also be held, and information passed on to the Director who will make informed decisions on reemploying staff. Any performance or conduct issues will be addressed by the Camp Manager, operations manager or HR team and may affect future employment with APF.

APF will not keep copies of DBS certificates, to fulfil our duty of maintaining the single central record. When we choose to retain a copy, there should be a valid reason for doing so and it will not be kept for longer than six months. We use a simplified Single Central Record System (SCR) to demonstrate that vetting was carried out, the result and the recruitment decision taken if they choose to.

As the information contained in a DBS Check is only correct at its date of issue, all staff members are asked to sign a DBS Declaration as part of their Application Form and contract of employment. Before they begin work the staff member needs to state that no criminal offences have been committed since the disclosure was issued. Any false information or deliberate omission may result in dismissal or disciplinary action.

APF volunteers are subject to the same pre-employment checks as paid staff members. This includes satisfactory enhanced DBS status and references. APF takes its responsibility to safeguard children seriously and acts on 'Keeping children safe in education' guidance referring to 'Disqualification by Association'. APF asks their staff to provide relevant information about themselves or a person who lives or works in the same household as them, in order to determine whether or not the disqualification by association requirement applies.

APF will carry out prohibition from management checks with the Management employees within the Head Office, where necessary.

A Single Central Register containing the vetting requirements of all staff working at Head Office and on camp is maintained in accordance with current guidelines to ensure the safeguarding of all children in APF care.

Safer Recruitment

Curriculum Vitae and Full Application Forms

Regarding safer recruitment, Curriculum vitae (CV) should only be accepted alongside a full application form. CVs on their own will not contain all the information required to support safer recruitment.

Online Searches during the Recruitment Process

We conduct online searches as part of their due diligence during the recruitment process. The stated aim of this is that it "may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at the interview.

See safer recruitment policy for more details



6.3 Training

APF believes pre-camp and ongoing training is vital in ensuring the safe and smooth running and delivery of the APF product and all safeguarding practices. APF will endeavour to ensure all staff complete the relevant training before working with children. Returning staff all have regular training updates during their employment with APF. Although APF preference is to employ qualified staff in childcare studies or teaching, APF understands the importance of APF specific training to ensure all staff members are aware of our Policies and Procedures and the on-going updates in the childcare industry.

Once a member of staff has been employed they will be required to complete this 2 part training process:

1. Induction (for new staff) or refresher training - this includes health and safety and safeguarding training. This training is specific to the role e.g Site Managers attend specific training
2. Safeguarding level 1 training / certification (unless they have recently attended this
3. Optional Camp induction / site set-up for camp managers (we usually make this compulsory for new site managers)

Returning members of staff

Due to camps only operating during the school holidays, APF defines a returning member of staff as someone that has worked on camp previously and has had APF training.

Returning members of staff receive training in the following ways:

1. Returning staff are asked to complete APF refresher training every season they are working.
2. Returning members of staff are on the APF mailing list and receive a pre-camp update email pre-camp, each season. The pre-camp email contains updates and changes to APF procedures.
3. Returning members of staff have the opportunity to gain further qualifications through APF such as Paediatric First Aid, Specialist Safeguarding Training and a Food Hygiene Certificate.

Records of training

Training records for APF staff members are kept centrally at APF Head Office (on the SCR and training spreadsheet) . Information regarding the training a staff member has received is sent to the Camp Manager on a weekly basis during the season.

Other Camp Staff Training

In addition to the Camp Manager training programme, APF provides specific training in health and safety, setting up and putting away extreme equipment such as the Bouncy Castle, Sumo Suits. Where activities are classified a 'high risk' (real archery, Splat ball, Electric Go-karts) staff are given specific training before they are allowed to lead these activities.

6.4 Allegations against a member of staff

APF is dedicated to offering the best possible service. All children, their parent(s) or guardian(s), employees, host camp personnel, and members of the public are entitled to a high-quality service. APF requests that anyone who believes they have gotten subpar service file a complaint via the complaints procedure (14.1). A person has the right to formally report a staff member for misconduct if they believe the employee has behaved inappropriately.



If the allegation is made by a child

- The staff person who receives the accusation should notify the designated safeguarding lead "as soon as possible." The lead will then, prior to APF's investigation, discuss the matter with the local authority designated officer (LADO). (3.2) Additionally, Head Office will be notified as soon as possible.
- Staff member who received the allegation against the Camp Manager should speak with Head Office or the Designated Safeguarding Lead (3.2) as soon as possible.
- Complete records of all conversations should be kept, and employees handling the accusation should come across as empathetic and compassionate but also noncommittal and nonjudgmental.
- Following notification, the Designated Safeguarding Lead (3.2), who will assume control of the circumstance and start the investigation process.
- The parent(s) or guardian(s) of the child will be contacted by the Designated Safeguarding Lead (3.2) to discuss/propose the course of action and to explain the nature of the accusation.
- The staff member in question will be questioned about the situation, and an investigation into the occurrence will be conducted, all under the direction of the Designated Safeguarding Lead (3.2). This can mean getting statements regarding the purported incident from other campers or staff members.
- In order to resolve the issue, the Designated Safeguarding Lead (3.2) will make use of all available resources, including notifying Social Services, the Local Authority Safeguarding Board, Ofsted, and the Police as needed. Additionally, the Lead will make sure that all relevant parties, including staff members, parents/guardians, and the child, are kept informed of any updates.

If the allegation is made by the parent(s)/guardian(s)

- The parent(s)/guardian(s) will be directed immediately to the Camp Manager, and the above procedure will be followed and the matter will be investigated accordingly.

If the allegation is made by another member of staff

- Small internal conflicts, such as those resulting from a conflict of interest or personality, shouldn't require the involvement of other staff members, parent(s), or guardian(s). Instead, they should be settled at a meeting involving the concerned parties, the camp manager, and/or a head office representative.
- The above method shall be followed in the event of allegations against the staff member's behaviour towards a child, parent(s), guardian(s), or member of the public.
- APF will notify the relevant regulatory organisations, including Ofsted, if an accusation is made and found to be true, necessitating formal action where required.

Every employee has the right, according to APF, to work in a setting free from harassment and abuse. This covers bullying and abuse that is verbal, physical, sexual, emotional, and racial. Any claims of abuse, violence, or harassment will be taken very seriously by APF, and they will assist the victim in filing complaints with the police and other relevant authorities.

The staff member should adhere to the whistleblower policy (8.0) if they believe that APF has not given the claim enough serious consideration.

Suspension of staff

APF will suspend a staff member pending the completion of any necessary investigations by the Local Authority Safeguarding Board, the police, Ofsted, or other regulatory bodies in response to complaints of misconduct.

When a staff member is the subject of internal misbehaviour claims and an inquiry, APF will follow its disciplinary procedures when deciding whether to suspend the employee.



The outcome of investigations

- The concerned staff member may be dismissed immediately and, if they haven't previously, reported to Ofsted and the Local Safeguarding Board if it is determined that the accusations of misconduct constitute a serious offence.
- Staff members who are found to have committed misconduct after their claims are validated may receive a formal warning, either one-time or on a recurring basis.
- Where applicable, the APF employee in charge of the inquiry shall notify all parties of the conclusions drawn from the data.

Read the Complaints Policy and Procedure (14.0) in connection with this procedure.

The right of any anyone to file a complaint with the police, the Local Safeguarding Board, Ofsted, or the APF Head Office is unaffected by this procedure.

7.0 Alcohol and Substance Misuse Policy

Policy

It is strictly forbidden to possess, purchase, sell, or obtain alcohol, illegal substances, or unapproved drugs on camp grounds in order to ensure the security and welfare of all camp participants and staff. All camp personnel, kids, and visitors are subject to this regulation.

Alcohol and illegal or unapproved drugs have no place at APF and are not permitted inside the perimeter of any of our camps or events spaces. Authorised medications in the form of prescriptions, for both staff and kids, must be kept in a secure location out of the public's and kids' reach. The camp manager must give the medications in accordance with the Administration to Medicine protocol. (11.0)

APF acknowledges that the camp attendees are young and unlikely to be exposed to drug, alcohol, or tobacco usage; yet, it cannot disregard the risks that the media and older camp attendees may bring to their attention.

Any visitor, staff member, parent, guardian, or member of the APF community who looks to be under the influence of alcohol or illegal drugs will be requested to leave right once, and measures will be made to ensure their safety under supervision.

Staff misuse

The goal of APF is to offer the best possible holiday camp service, as provided by its employees. Every employee receives a contract that makes it clear that it is their duty to make sure they are fit for work and free of any substances that could affect their performance every day. Employees must take reasonable care of themselves and anybody else who might be impacted by their actions, according to section 7 of the Health and Safety at Work Act of 1974.

Every contract contains the following statement, which employees are required to read, sign, and return to head office:

'If offered employment with APF you will not at any time be under the influence of drugs or be compromised by alcohol consumed during or prior to your shift'.

Camp managers receive training on appropriate behaviour from their employees. They are instructed to handle the problem right away by following the allegations against a staff member if they have any reason to believe that the children's welfare is in any way in jeopardy (6.4).



Procedure for dealing with incidents involving staff

- Incidents involving substance abuse that affect employees are covered by the APF Employment and Disciplinary Policy and Procedures.
- Outside of camp hours, substance abuse may have a negative impact on work performance and hence prompt competency measures. A staff member may be suspended until disciplinary action is taken if the consequences of their misuse put the safety of children or other staff members in jeopardy. This can entail being fired.
 - Employees are required to assist with testing protocols, which may include providing biological samples for examination when there is a plausible suspicion of substance misuse. One disciplinary violation that can lead to disciplinary action, including termination, is refusing to cooperate.

Procedure for dealing with children after an incident

- Alcohol and drugs both influence behaviour. A child's inappropriate behaviour induced by drugs or alcohol will not be considered a mitigating factor; instead, the behaviour shall be addressed in accordance with the behaviour policy (13.0).
- If a search is necessary or if there is a suspicion of dealing in illegal narcotics, it would be standard procedure to call the police in accordance with the established protocol.
- Depending on the specifics of each situation, exclusion might be the right course of action for campers caught taking drugs or alcohol. In circumstances where concomitant conduct is sited, longer exclusions may be employed.
 - If a parent is worried that their child may suffer from alcohol or drug-related mental impairment, they should not be allowed to walk, cycle, or take the bus home.

Informing the parent(s)/guardian(s)

- Any drug-related occurrence should be reported to the parent(s) or guardian(s), unless there are concerns about the safety of the youngster.
 - If drug use is proven, parent(s) or guardian(s) will often be contacted directly by phone.

Procedure for dealing with adults (not staff)

- When there is a chance that a child will be harmed, APF is unable to release them into the care of other adults.
 - In accordance with the safeguarding policy (3.0), social services or the police will be notified if there is proof that the parent(s)/guardian(s) or approved adult(s) coming at camp to pick up children are under the influence of drugs or alcohol.

8.0 Whistleblowing Policy

Policy

APF is committed to the highest possible standards of:

- Openness and inclusiveness.
- Accountability.
- Integrity in-line with that commitment.

Aims

- It is recommended that individuals employed in an APF environment promptly disclose any suspected misconduct, with the assurance that their privacy would be protected and that their complaints will be duly considered and looked into as needed.
- Give advice on how to voice your concerns.
 - Assure those voicing concerns that, even in the event that their concerns prove to be unfounded, they can voice their worries "made in the public interest" without worrying about facing consequences.



APF will offer everyone who voices concerns "made in the public interest" all conceivable protection. APF will be in charge of making sure that staff members who voice concerns and those who have been accused of misconduct under this policy receive the proper personal support.

What is whistleblowing?

According to the Nolan Committee on Standards in Public Life, "raising concerns about misconduct within an organisation or within an independent structure associated with it" is the definition of whistleblowing. It is referred to as a protected disclosure under the legislation. The Public Interest Disclosure Act of 1998 shields employees who disclose information in compliance with the law from losing their jobs or facing termination from their employers.

An employee owes their employer some common law confidentiality duties. Whistleblowing, on the other hand, may, under certain conditions, supersede these duties in the event that an employee divulges information regarding their employment or the activities of APF. The conditions under which these disclosures may be made legitimately are outlined in this guidance.

A concern must relate to something which:

- violates the APF's policies.
- falls short of accepted norms or practices.
- amounts to inappropriate behaviour, which could involve any of the following:
 - a legal transgression.
 - a noncompliance with an official duty.
 - Possibly an injustice committed.
 - a risk to health and safety.
 - harms the environment.
 - involves dishonest behaviour or corruption.
 - involves the mistreatment of minors or other grown-ups.
 - purposefully withholds any of these facts.
- Is there any other noteworthy or pertinent issue?

These problems can have occurred in the past, be happening right now, or are probably going to happen in the future. A staff member who would be breaching the law by disclosing information is not protected by the law.

How to raise a concern

Every issue will be resolved discreetly and with discretion, and every effort will be taken to maintain identity. However, the whistleblower may also be required to provide a written statement or participate in any subsequent investigations or disciplinary actions, in addition to sharing this information with others who have a right to know it. This is what we'll always talk about first.

Step 1

Normally, you should speak with your line manager about any concerns you may have. You can complete this in writing or in person. APF is aware that there are situations in which talking to your line manager about a problem may not be suitable. Depending on the specifics of your issue, there are several options in these situations. Please get in touch with any of the following:

 **DSL Team**  **Managing Director**  **Ofsted**

Although you are not expected to prove beyond doubt the truth of your concerns, you will need to demonstrate that you have sufficient evidence or other reasonable grounds to raise them.



Step 2

The person you have raised your complaint with will respond to you in writing within ten days to inform you of the outcome of your concern's handling. They will do this as soon as they receive it. The data that you can anticipate receiving at that point is:

A statement about the approach to taking care of the issue.

An approximation of the duration required to furnish an ultimate answer.

If any preliminary inquiries have been made.

Will there be any more inquiries, and if not, why not?

Details about the assistance that is at your disposal.

The individual with whom you have discussed your concerns will simultaneously report the alleged whistleblower to the Group Head of People.

Step 3

Initial enquiries will be made to decide whether an investigation is appropriate. Where an investigation is necessary, it may take the form of one or more of the following:

- An internal investigation by the manager, which may, for example, take the form of a disciplinary investigation.
- An investigation by the Group Head of People.
- A referral to Ofsted or the police.
- The setting up of an external independent inquiry.

Step 4

Subject to legal and confidentiality restrictions, you shall be notified in writing of the results of any investigation and/or of any action taken. You can bring up this issue with an impartial organisation, like the Citizen's Advice Bureau, if you don't think it has been sufficiently addressed.

- Ofsted.
- A relevant voluntary organisation.
- The Police.
- The Local Government Ombudsman.
- Equality and Human Rights Commission.

A disclosure must be made "in the public interest" and in a way that makes sense given the circumstances. You may reveal a matter to someone other than those on the above list if you believe it to be a matter of extraordinary seriousness and verifiable. The name of the person to whom the disclosure is made will be taken into consideration when assessing whether it was reasonable for you to have made it. The Disclosures Act may not provide protection for disclosures made to parties other than the designated recognised bodies.

You have a duty to APF not to disclose confidential information. This does not prevent you from seeking independent advice at any stage.

9.0 Health and Safety Policy

In order to protect the health and safety of all children, the parent(s) or guardian(s), and camp personnel, APF makes every effort to comply with the Health and Safety regulations.

APF always complies with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Health and Safety at Work Act 1974. APF possesses the necessary insurance coverage, such as public liability and employer's liability insurance.



- Employees are accountable for maintaining a safe environment and adhering to APF's health and safety procedures.
- Taking appropriate precautions for their own health and safety as well as the health and safety of camp attendees.
- reporting any mishaps, near-misses, and accidents that have resulted in harm or damage or could do so in the future.
- completing the necessary health and safety training when the management requests it.

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

Responsibilities of the registered person

- The Health and Safety Manager is Kaz James, the APF approved health and safety officer. He will make sure that: All employees are informed about health and safety issues and get training as needed. Regular reviews are conducted of the Health and Safety policy and procedures. In completing the Health and Safety training, he is able to train staff on key health and safety matters at staff induction.
- Employees are aware of and obedient to health and safety protocols.
- To fulfil the camp's obligations for health and safety, resources are offered.
- Every incident, mishap, and harmful event is duly reported and documented. When applicable, this entails reporting to the Health and Safety Executive, Ofsted, and child protection agencies in accordance with the RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations of 1995).
- The purpose of reviewing all reported incidents, accidents, and risky events is to identify potential areas for prevention.

The Camp Manager holds ultimate responsibility and liability for the safe operation of the camp they manage.

The Camp Manager is responsible for ensuring

- The space is kept tidy, brightly illuminated, properly ventilated, and at the right temperature.
- Camp equipment is kept in a secure and safe location.
- Only areas with the required risk evaluations and APF approval are suitable for children to be present. On the property, a functional phone is always available.
- Cleaning supplies and chemicals are kept in a way that complies with COSHH data sheets (Control of Substances Hazardous to Health).
- To make sure there are no new threats on the premises, daily risk assessments are conducted.

Security

APF places a high priority on the security and safety of its employees and children. APF strives to limit all outdoor access to the public by locking doors and gates in order to guarantee the safety of all children and staff with the least amount of danger feasible. APF will try to keep all external and classroom doors closed to keep out undesirable guests when locking all external access is not possible. Throughout the session, staff members are in charge of keeping an eye on the entrances and exits to the property.

All visitors to camp must follow the **visitor policy (2.0)**.

Children are not permitted to leave camp, unless prior permission has been given by the parent(s)/guardian(s) for a child to sign themselves out as per the **unaccompanied child (1.4)**.



Security procedures will be regularly reviewed by the Camp Manager, in consultation with staff and the parent(s)/guardian(s).

Equipment

Every piece of equipment, toys, and furniture is kept tidy, maintained, and in good working order. Before being made available for use by staff or children, all equipment undergoes a thorough risk assessment. Equipment that is damaged or broken must be deactivated and either properly disposed of at the camp or returned to the APF Head Office.

APF store flammable equipment in safe and secure places, away from potential risks or hazards.

9.1 Food and personal hygiene

It is part of the employment contract that all APF staff members are to maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection. To reduce the potential spread of infection APF do the following:

- Toilets are checked at regular intervals throughout the days and cleaned when necessary.
- During cookery sessions there will always be at least one member of staff that has completed Food Hygiene training.
- Waste is disposed of appropriately and all bins are changed before they overflow.
- Staff are to 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.
- The responsibility for daily cleanliness checks is held by the Camp Manager.
- Dealing with body fluids, spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with the **intimate care policy (5.0)**.

Promoting good health

APF staff will ensure that children in their care uphold high standards of cleanliness in regards to hand washing before handling food or after using the toilet, litter, and the equipment they use for the activities.

APF strongly believes in promoting good health through giving children an opportunity to be active via a wide variety of fun, sporting activities during school holidays. Each child is encouraged to participate in the wide variety of sports on offer which will not only teach them new skills but will also keep them fit and healthy.

APF promotes the packing of nutritious lunchboxes with a mix of food groups and wholesome snacks for morning and afternoon breaks by kids and their parent(s) or guardian(s). To help children stay hydrated, APF also suggests that a reusable water bottle be carried to camp every day. There's usually a water station where they may fill up their bottles. The aim of APF is to prevent unhealthy eating by not providing a tuck shop or by rewarding participants with sweets. Asking that sunhats and sunscreen be worn promotes healthy play in the sun. Before engaging in any outdoor activities, sun cream should be administered. It will be applied in accordance with the intimate care policy (5.0).

9.2 Food and drink

- APF believes that in order to participate effectively whilst on camp, children need to have a full and balanced diet. Whilst APF does not provide meals on camp, it actively encourages the parent(s)/guardian(s) to provide a healthy packed lunch for their child/children in a self-chilled container.
- APF will ensure:
- Drinking water is available on all camps, which the children may access at all times.



- Children are welcome to access their lunch-boxes at morning and afternoon break time as well as the lunch break.
- It is recommended that kids bring a reusable water bottle from home and carry it with them.
- Employees of the APF will encourage kids to take regular drink breaks. All employees hold this in the highest regard, particularly on the hottest days of the summer.
- Employees at APF are trained to identify dehydration symptoms and know what to do when they do.
- Lunchboxes with clearly marked contents must be used for packed lunches. APF does not offer refrigeration, therefore even though they try to keep the lunchboxes in a cool, dry place, they advise bringing all food on camp in a self-chilled container.
 - APF strongly advises that the parent(s) or guardian(s) carefully assess what is in the packed lunch, particularly any high-risk items like cooked meats and dairy products, which are best kept chilled.
 - Children should also be provided with a mid-morning and afternoon snack for break times.
- Children will be encouraged to consume what is in their lunchbox and will always be under supervision when eating during lunch.
- Children won't ever be coerced into eating anything that is in their lunchbox or subjected to any kind of punishment. If a child refuses to eat anything from their lunchbox, it will be brought home partially or uneaten so that the parent(s) or guardian(s) can make their own judgement. At the time of pick-up, the child's camp manager will bring this up with the concerned parent or guardian.
- When making a reservation, special dietary requirements and allergy information are asked for and recorded. Each employee has a complete list of these requirements.
- APF has a policy of never allowing children to share or exchange food, regardless of whether the children have any known allergies or specific dietary requirements, due to the significance of food allergies and unique dietary requirements.
 - APF treats all allergies extremely seriously even if it does not impose a No Nut or other allergy policy. APF will take all reasonable steps to stop the spread of any allergen if it is informed that a kid attending camp has a particular allergy. This could lead to the allergic youngster being kept apart during playtime and lunchtimes.
 - If the allergy is severe, APF reserves the right to enforce a ban on the offending allergen at that camp.
 - Where Clubs provide snacks or a Holiday-Activities-and-Food-Camp (HAF), staff will have a Food Hygiene Level 2 qualification.

Any food poisoning that affects two or more children who are being cared for on the premises will be reported to Ofsted. Notification will be sent out within 14 days of the incidence, but as soon as is reasonably possible, in any case. Other agencies may potentially be involved in APF.

9.3 Health and sickness

APF mandates that all sick or contagious children remain at home for the course of their illness and for 48 hours following the onset of the final symptom. In order to compare symptoms, the Camp Manager or staff should first consult the HSE infectious illnesses chart if they have any concerns about a child's health. After that, the Camp Manager will decide whether to continue the child's stay at camp or to seek out additional medical guidance.

- Should a child get sick while attending camp, the following protocol will be observed:
- The youngster will be taken out of the group and placed in a comfortable area under supervision so they may rest and wait to be picked up.
- The kid's parent(s) or guardian(s) will be notified by the camp manager that their child is sick and should be picked up as soon as possible.
- The camp manager and first responder will keep an eye on the child's condition and ensure their comfort until their parent(s) or guardian(s) arrives to pick them up.



- If at any time the child's condition deteriorates and requires immediate medical attention the Camp Manager will call for an ambulance and follow the **serious accident procedure (10.4)**.

In the event that an infectious disease or illness outbreak arises, APF will notify parents or guardians. Despite the ease with which head lice might spread, APF is required by law to refrain from excluding or disclosing the identify of a kid who may be afflicted with head lice. If an epidemic does develop on camp, APF will notify the parent(s) or guardian(s) and advise them to monitor their children for any symptoms and administer the proper therapy if needed.

Illness Protection

Parents are allowed to move their child onto another camp day if their child is sick (this is to the discretion of the Director).

All claims need to be supported by a doctor's note. If this is not possible, APF will accept self certification for a maximum of 3 days within one camp season. (A season is defined as an individual school holiday break be it half term or between terms). If the claim is successful, APF will hold the value of the claim as a credit on the parent(s)/guardian(s) account.

10.0 Incident and Accident Policy

APF is dedicated to giving its children, employees, and guests as safe and healthy of an environment as possible. But accidents can happen, and it is legally required to notify the Health and Safety Executive (HSE) and Ofsted of any significant accidents, dangerous incidents, and cases of occupational illness. In addition, APF is responsible for looking into and reporting any mishaps or occurrences that involve children, employees, or guests. It is imperative that all accidents and events be reported for the purpose of monitoring and investigation in order to guarantee that protocols are in place to try and avoid similar accidents in the future. The appropriate Accident and Incident Books shall contain records of all incidents and accidents. These books are two copies so that the guardian/parent can have a copy of the report.

The reporting of work related accidents is a statutory requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Incident reporting

Any incident that occurs involving children, staff or the parent(s)/guardian(s) that falls outside the normal every day running of camp should be recorded in the Incident Book. If substantial, the information on this form should be reported to the APF Head Office at the earliest convenience. APF Head Office will then be responsible for informing any relevant authorities of the incident that occurred.

10,1 Ofsted notification categories

Ofsted will be notified of all significant illness (incl. food poisoning), accidents, injuries and incidents that occur on camp. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident. APF may also involve other agencies such as the local safeguarding board or the HSE (Health and Safety Executive).



- Broken bones or a fracture.
- Loss of consciousness.
- Pain that is not relieved by simple painkillers.
- Acute confused state: persistent, severe chest pain or breathing difficulties.
- Amputation.
- Dislocation of any major joint including the shoulder, hip, knee, elbow or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness.
- Or requiring resuscitation.
- Or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion, or through the skin.

When and how to report an accident

If an accident happens to either a child or adult, an **Accident Form** found in the Accident Book should be filled in:

- All accidents to children and adults should be recorded in the **Accident Book**. These forms are in the blue **Accident Book** found onsite.
- Behaviour incidents and physical interventions should be recorded in the **Incident Book**.
- Incidents/near misses for children and adults are recorded on an **Incident Form** found in the **Incident Book**.

10.2 Minor accidents procedure - child

If a child has a minor injury, (e.g. minor cuts, grazes or bruises):

- Check the Special Details Form for any medical conditions or allergies.
- If necessary, have a trained first aider administer first aid.
- Note any injuries received and the medical care provided on the Accident Form.
- Give the child some time to recuperate in a calm area under your supervision, if needed.
- Put a capital "A" in the child's sign-out box to indicate that the parent(s) or guardian(s) must sign the Accident Form (blue book) acknowledging the accident and the staff's response to it.
- Make that the accident form (blue book) is read, understood, and countersigned by the parent(s) or guardian(s).
- The parent(s) or guardian(s) receive the carbon copy of the form after acknowledging and signing it, and the top (white) copy is placed in the book to be returned to APF Head Office.

10.3 Head injury procedure - child

- For information about allergies and illnesses, check the Special Details form.
- If necessary, have a trained first aider administer first aid.
- Any fall or strong hit to the head should be considered a serious occurrence, and you should call the NHS Help line at 111 to speak with a medical expert. Accident and incident reports need to document the advice given and include the relevant timing. Staff also need to call head office to keep them informed.
- Record details on the Head injury Form detailing any injuries sustained and treatment administered.
- If necessary, allow the child time to recover in a quiet place with supervision.
- Inform the parent(s)/guardian(s) by telephone of the accident.
- The general principle is that anyone who has a head injury needs observing for 24 hours.



- If a child sustains a severe head injury, plans must be prepared for their ambulance transport to the hospital (see below for the serious accident procedure - child, (10.4).
- Make that the head injury form is read, understood, and countersigned by the parent(s) or guardian(s).
- Parents of any child with a head injury should receive a copy of the "Head Injuries Advice" sheet. After the form has been acknowledged and signed by the parent(s) or guardian(s), they receive the carbon copy and the top (white) copy is placed in the book to be sent to APF Head Office.

10.4 Serious accident procedure - child

- The first aider(s) should apply first aid whilst a member of staff or Camp Manager calls an ambulance providing the necessary details regarding the injury, location of site and child's name.
- The Camp Manager will then inform APF Head Office of the situation and continue to keep them informed.
- The Camp Manager or APF Head Office will then call the parent(s)/guardian(s) and advise them of the situation.
- If the parent(s)/guardian(s) have not arrived on camp by the time the ambulance is ready to leave a member of staff will accompany the child to hospital.
- The injury should be reported on an **Accident Form (blue book)** and a full detailed report must be written on an **Incident Report Form** (see **incident and accident policy (10.0)**).
- Ensure that the parent(s)/guardian(s) read, understand and countersign the **Accident and Incident Forms**.
- Once the form has been acknowledged and signed by the parent(s)/guardian(s), they receive the carbon copy and the top (*white*) copy is left in the book to be returned to APF Head Office
- A risk assessment surrounding the incident will be completed to try to prevent the same incident/accident occurring again.

10.5 Accidents procedure – adult/child including visitors

Minor accidents procedure – adult/ child

If an adult or child visiting the camp has a minor injury, (e.g. Minor cuts, grazes or bruises):


- Administer first aid by a qualified first aider, if appropriate.
- Record details on an **Accident Form (blue book)**.
- The injured person will receive the carbon copy of the accident form.
- Once the form has been acknowledged and signed by the parent(s)/guardian(s), they receive the carbon copy and the top (*white*) copy is left in the book to be returned to APF Head Office
- The Camp Manager must report any accident or incident that is due to the condition of the camp or its equipment to the camps management immediately, as well as Head Office.

Head injury procedure – adult

- Administer first aid by a qualified first aider, if appropriate.
- Record details on the **Accident Form** detailing any injuries sustained and treatment administered.
- Inform the next of kin by telephone of the accident.
- The general principle is that anyone who has a head injury needs observing for 24 hours.
- In the case of a serious head injury arrangements must be made for the adult to be taken to hospital by ambulance (see below the **serious accident procedure - adult 10.5**).
- Ensure that the next of kin reads, understands and countersigns the **Accident Form**.
- Once the form has been acknowledged and signed by the parent(s)/guardian(s), they receive the carbon copy and the top (*white*) copy is left in the book to be returned to APF Head Office



Serious accident procedure - adult

- The first aider(s) should apply first aid whilst a member of staff or Camp Manager calls an ambulance providing the necessary details regarding the injury, location of site and adult's name.
- The Camp Manager will then inform APF Head Office of the situation and continue to keep them informed.
The Camp Manager or APF Head Office will then call the next of kin and advise them of the situation.
- If the next of kin has not arrived on camp by the time the ambulance is ready to leave a member of staff will accompany the adult to hospital.
- The injury should be reported on an **Accident form (blue book)** (see **incident and accident policy (10.0 pg.36)**). Head injuries are completed on a 'head injury' form
- Once the form has been acknowledged and signed by the parent(s)/guardian(s), they receive the carbon copy and the top (*white*) copy is left in the book to be returned to APF Head Office  Ensure that the next of kin reads, understands and countersigns the **Accident and Incident book**.
- A risk assessment surrounding the incident will be completed to try to prevent the same incident/accident occurring again.

Accidents leading to major injuries resulting in more than seven days away from work must be reported to RIDDOR.

10.6 Procedure for near misses

Near misses which do not result in an injury should be recorded on Incident Forms and if substantial (e.g. if the near miss could have caused serious injury) should be reported to APF Head Office.

10.7 Record management

All accident and incident reports must comply with data protection laws, and they must be kept in a secure location. They take place at the APF Headquarters. Adult accident and incident reports are retained for seven years from the date of the incident. The date of the child's birth plus 25 years is the retention period for accident and incident reports involving minors. At the conclusion of the retention term, they will be destroyed.

11.0 Medication and Treatment of Anaphylactic Shock Policy

The medical history of every child in their care must be known to every member of the APF team. To do this, APF depends on the data supplied by the parent(s) or guardian(s). The Booking Summary Forms and the Special Details Sheets are used to transmit information to the site from the parent(s) or guardian(s), which is kept private and secure.

Administration of medicine

APF will only administer medication if it has been prescribed by a doctor or other health professional. The medicine must be in date and specific to the child in question.

The parent(s)/guardian(s) must also complete an Administration of Medicine Form and provide a signed letter of instruction.

- The parent(s)/guardian(s) must give full instruction to the Camp Manager and nominated Crew member regarding how to administer the medicine. The camp manager will ask the parents for these instructions when taking medication from the adult.
- General instructions




checklist	
Is the medication stored in a secure place before and after administering?	
Will the adult or the child administer the medication (note that decisions to be agreed with the parent beforehand – otherwise administered by the adult)	
What other instructions did the parent give in relation to administering the medication?	
Was the medication given back to the adult? (do not hand this to the child at the end of the day)	

- The Camp Manager will then give the appropriate dosage of medicine at the appointed time with the nominated Crew member present as a witness.
- A record of the medicine being administered should be kept on the Administration to Medicine Form and signed at the end of the day when the child is collected by the parent(s)/guardian(s).
- If the child requires it for multiple days the same consent form can be used. The dates, time and actions need to be updated on a daily basis along with the parental signature in the boxes provided on the **Consent Form** (above)

All medication, including Epipens must be handed to the Camp Manager for safe keeping (blue safety box provided by APF)

Consent for First Aid

-  Consent for permission to give a child first aid is completed either online or over the phone at the time of booking. If a parent doesn't give consent, site managers will call parents when an accident occurs, to ask once again, if we can administer first aid and will not administer first aid if parents do not approve this.

Treatment of anaphylactic shock

- Any child on camp that suffers from allergies that can result in anaphylactic shock must be made known to APF before their arrival on camp (via the online booking form)
- On arrival at camp the parent(s)/guardian(s) must fill out an Anaphylactic Shock Consent Form and provide training in the use of the child's Epipen. The Epipen must be prescribed by a qualified first aider. Note that additional training (course) is provided in the form of a refresher, if staff completed their first aid course many months before the camp date.

It is the duty of the child's parent(s) or guardian(s) to thoroughly explain the appropriate behaviour for their child as well as how to give any necessary treatment. According to APF, the parent ought to have learned this information from a licenced healthcare provider, such as the child's general practitioner,



practice nurse, or health visitor. Although the parent(s) or guardian(s) explaining the situation to the first aider(s), group leader, and camp manager are not professionals, APF acknowledges that they will possess enough expertise to allow staff to respond appropriately in an emergency. On the child's first day of camp, this explanation needs to happen when the parent(s) or guardian(s) signs the child in.

12.0 Emergency Evacuation Policy

APF's top priority in an emergency situation will be to make sure that employees and children are kept safe. Although APF will do all in its power to keep the camp open, there is a chance that it will have to close quickly in extreme cases.

All children are given a daily fire evacuation talk from the site manager so that they know where the fire evacuation point is and the procedures should the fire alarm 'go off'.

Possible reasons for emergency closure include:

- Serious weather conditions.
- Heating system failure.
- Burst water pipes.
- Fire or bomb scare or explosion.
- Death of a member of staff or child.
- Assault on a staff member or child.
- Serious accident or illness.

It may be necessary to evacuate camp in the event of any of the above, if deemed necessary the following procedures will happen:

- The emergency services will be called as soon as possible; we won't wait if doing so would make it more difficult to ensure the children's and camp staff's safety and wellbeing.
- Using the closest safe exit, all children will be taken from the facility to the designated Emergency Evacuation Assembly Point. This might be distant from the location for some camps in the event of a bomb threat.
- The word "bomb" should never be used during an evacuation as this frequently causes fear.
- Reentering a building without authorization from emergency services is not advised.
- Following the evacuation, there should be no attempt to retrieve personal property or to reenter the premises.
- If there is no risk to anyone, a designated staff member will inspect the property and take the register, which includes emergency contact information.
- If it is safe to do so, the designated individual will shut all accessible doors and windows before departing the building.
- To make sure everyone is safe—staff and children alike—a register will be taken once everyone has left the area of danger.
- The emergency services will be notified right away if there is a missing person listed in the register. No attempt will be made to reenter the structure.
- After receiving notification, the APF Head Office will devise a strategy to get in touch with the parent(s) or guardian(s) of every camper. It's possible to ask parent(s) or guardian(s) to pick up their child immediately.
- Until they are picked up safely or it is safe to re-enter the building, which can only be approved by the camp manager or emergency services, all children will be watched after. Reentering the building in the event of structural damage can only be approved by the emergency services or the professional services provider handling the situation.



- If a kid's parent(s) or guardian(s) cannot be reached despite repeated attempts, APF will proceed according to its uncollected child procedure (1.4). children will be watched after. Reentering the building in the event of structural damage can only be approved by the emergency services or the professional services provider handling the situation.
- If a kid's parent(s) or guardian(s) cannot be reached despite repeated attempts, APF will proceed according to its uncollected child procedure (1.4).

In the event of a bomb threat

- In the event of a bomb threat or delivery of a suspicious package, children and staff should be evacuated to a designated safe area at the following distances:
 - 100m Smaller items e.g. letters, parcels, rucksacks or briefcases •
 - 200m Medium objects e.g. suitcases, wheelie bins or small cars.
 - 400m Large objects e.g. Vans or lorries

If the Camp has to close, even temporarily, or operate from alternative premises as a result of the emergency, APF will notify Ofsted. In the event that an alternative camp cannot be found, a full refund or credit for another day will be offered. If the camp re-opens, an alternative camp is found or the parent(s)/guardian(s) fail to bring the child to camp as a result of an emergency closure being declared, no refund will be applicable.

12.1 Lock-down procedure

Lock-down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and children at the camp. Procedures should aim to minimise disruption to the camp environment whilst ensuring the safety of all children and staff.

Where there has been a recent incident in the general location of our camps, all staff will receive extra advice and support, particularly in the large towns and cities we operate in.

Lock-down procedures may be activated in response to any number of situations, but some of the more typical might be:

A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and children on camp).

An intruder on the camp premises (with the potential to pose a risk to staff and children)

A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)

A major fire in the vicinity of the camp

The close proximity of a dangerous dog or animal roaming loose

In the case of an emergency at one of the APF venues which requires a 'lock-down', APF have three levels of lock-down procedures:

Level 3 lock-down alert to staff: potential situation

Staff will be alerted via the Camp Manager via the camp's radio communication systems.

- Level 3 lock-down is to make all staff aware of the possibility of a situation and to be ready to escalate to Level 2 or Level 1 lock-down.

Level 2 lock-down alert to staff: partial lock-down

Staff will be alerted by the Camp Manager via the camp's radio (or camp phone) communication systems. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and children on camp. It may also be as a result of a warning being received regarding the risk of air pollution. Immediate action:



- APF will carry on as normal where possible except for any children or staff outdoors who must make their way to the main play area inside and lock all doors in the school/building.
- Be ready to escalate to Level 1 lockdown. All situations are different: once all staff and children are safely inside, the Camp Manager will conduct an on-going and dynamic risk assessment.

This can then be communicated to staff and children. 'Partial lock-down' is a precautionary measure but puts the Camp in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Level 1 lock-down alert to staff: full lock-down

Staff will be alerted by the Camp Manager via the camp's radio (or camp phone) communication systems. This signifies an immediate threat to APF. Lock-down level 1 procedure:

- All outside activity to cease immediately, children and staff to return to the designated meeting area inside.
- All staff and children remain in the building with external doors and windows locked.
- Classroom doors to be blocked/locked.
- Blinds to be drawn and children to sit quietly.
- Head count to be taken. The Camp Manager will contact the Head Office.
- Staff and children remain in lock-down until APF Head Office or the emergency services have lifted it.
- During the lock-down, staff will keep agreed lines of communication open, via mobiles, but will not make unnecessary calls as this could delay more important communication.
- **Staff will be trained in the Run, Hide, Tell procedure recommended by Counter Terrorism Policing and ACT (Action Counters Terrorism)**

Communication between the parent(s)/guardian(s) and APF

If there is a Level 1 lock-down at the camp, APF Head Office will get in touch with the parent(s) or guardian(s) and reassure them that everything is being done to ensure their child's safety and that the camp recognises their concerns.

When there is a Level 1 lock-down, APF requests that the parent(s) or guardian(s) not visit the camp. They might potentially endanger themselves and others by obstructing the emergency services' entry to the camp.

13.0 Behaviour Policy

Policy

It is the duty of APF to guarantee the health and security of each child while they are at camp. APF acknowledges that in order to protect the welfare and safety of every child, it is critical to promote positive behaviour and provide staff with clear rules for handling misbehaviour. It ought to be seen as essential to both the Equal Opportunities Policy (16.0) and the Health and Safety Policy (9.0).

This behaviour policy provides instructions on appropriate behaviour at camp for the children, parents/guardians, staff, and management. This policy also specifies what will happen if behaviour is found to be inappropriate. APF works to encourage positive behaviour, which each camper and staff member should uphold.

Staff are trained to pick up on bullying, which is defined as any persistent unpleasant behaviour which demeans or injures a person, either physically or mentally.



APF strategies for increasing desirable behaviour

- APF seeks to create a tranquil, calm environment where children can feel secure and safe.
- We remind children of behaviour expectations at the start of every day during the site manager briefing
- By actively condemning poor behaviour and rewarding positive behaviour, staff members will work to boost the self-esteem of every child.
- APF employees will use the Daily Superstar Certificates to recognise and reward good behaviour.
- In order to make the kids feel appreciated and trusted, the staff will establish a rapport with them and promote their complete participation in all events.
- By knowing and utilising the names of all the kids, as well as identifying those who visit camp frequently, staff members will foster a feeling of community and belonging.
 - Employees will converse with children in a polite manner and refrain from yelling, cursing, using foul language, or calling names.
- Be kind and welcoming to those who are new to the camp.
- Keep the surroundings, structures, furnishings, and equipment in mind as you move safely across the camp.
- Keep the camp tidy and refrain from leaving trash behind.
 - encouraging kids to create their own "Code of Behaviour" at AM/PM Club and art classes.

At times, some behaviour may be unacceptable and in such situations discipline may be required.

13.1 Code of Behaviour

Upon signing a child into camp the authorised adult agrees that their child/children will follow the below points:

- ✓ I will respect the property of others.
- ✓ I will be patient, honest, fair and polite to others.
- ✓ I will not use abusive or obscene language.
- ✓ I will not be aggressive in the way I speak or behave to others.
- ✓ I will be respectful and treat others as I would wish to be treated.

If a child fails to comply with the above points APF will follow the **steps to dealing with poor behaviour (13.2)**.

13.2 Steps to deal with poor behaviour

- At no point does APF employ physical punishment in the camp. APF takes all appropriate measures to guarantee that no one who looks after or interacts with a kid while they are at APF uses corporal punishment. When physical intervention is used to control a child's behaviour when it's absolutely necessary or to prevent someone from being hurt immediately, including the child, it won't be considered that the person used corporal punishment and won't have committed an offence. Every instance of physical intervention is documented by APF, and parents and/or carers must be notified the same day, or as soon as is reasonably possible, of the intervention.
- When professionals employ physical intervention, they use an appropriate amount of force to stop kids from hurting themselves, other people, or property.

Step 1

If a child misbehaves the activity leader should take the child to one side and explain what they have done wrong and why it is not acceptable. Indicate the behaviour that is acceptable so they have the means to improve.



Step 2

The child should be given a timeout from the activity if their bad behaviour persists; the duration of the timeout should not exceed the child's age in minutes. They ought to reaffirm the appropriate conduct. The leader will then bring up the incident with the Camp Manager, who will subsequently let the designated adult pick up the child. .

Step 3

Should the child's behaviour not significantly improve following the first two stages and a conversation with the parent(s) or guardian(s), the camp manager should speak with head office about part exclusion. If everyone agrees, the camp manager will get in touch with the parent(s) or guardian(s) and ask them to pick up the child as soon as possible. They will fill out an incident report form detailing the events. Part exclusion is the term used to describe this. The child will be permitted to return for any additional days scheduled; but, the parent(s) or guardian(s) must make it plain that this is the last warning and that, should the child's behaviour not significantly improve, the child may be permanently excluded.

Step 4

The Camp Manager and Head Office will assess the problem if the child's behaviour doesn't improve. The youngster will be permanently removed from camp for the duration of the season and the camp manager will get in touch with the parent(s) or guardian(s) if the child is judged to be totally unmanageable or hazardous to others.

APF reserves the right to use any of the above-mentioned methods to deal with bad behaviour at any time if it is thought necessary. Should a child be withdrawn from camp, there will be no reimbursement for any unused days, and the parent(s) or guardian(s) will be liable for any expenses related to the withdrawal. When the parents/guardians are made aware of the exclusion, they will be expected to pick up. At the APF Head Office, all exclusions (Steps 3 and 4) will be documented. A child who is permanently removed from a camp may not be able to register for any other camp at any APF location in the future.

13.3 Bullying and discrimination

APF is committed to providing a positive experience for all children on camp where they can have fun, make new friends and learn new skills in a safe and welcoming environment. APF follow a zero tolerance policy on discrimination, bullying or persistent poor behaviour of any kind, irrespective of any special needs. APF encourage any child to let us know if they see or experience this during their time on camp so it can be addressed immediately.

Bullying

According to APF, bullying in all its forms is abhorrent and should never be allowed, and any setting that promotes bullying or displays a lack of concern for bias and discrimination is intolerable.

- According to APF, bullying is a behaviour choice, and anyone can be inspired to alter their ways.
- APF values each child and adolescent for who they are on a fundamental level and celebrates their individuality and independence.
 - APF believes that camps should be inclusive of everyone and values diversity in children, young people, and society as large.
- According to APF, it is everyone's duty to provide a safe atmosphere and address bullying so that children and young people can feel respected, safe, and secure.
- Children and young people should be encouraged to take ownership of their decisions and behaviours, and they should be actively involved in decisions that impact them, according to APF.
 - Every child at APF should be treated with decency and respect, and bullying should not occur.

Bullying includes:



- All kinds of name calling.
- Taking or asking for money.
- Ridiculing people with any kind of medical or physical condition, and, emotional, physical, homophobic, racial or electronic bullying.
- Forcing racist or extremist views onto others.

If a child is a victim of bullying

- A child must notify a member of the APF staff team if they are being bullied. After that, they will let the camp manager know, and he will look into the claim right away.
- The victim's parent(s) or guardian(s) will be notified via an incident form that details the events and the steps the camp manager has taken to address the matter. The Incident Form must be signed by the parent(s) or guardian(s) according to the camp manager.
- The camp staff will keep an eye on things to make sure the youngster is okay and may go about his or her day.
- The APF Head Office and the Designated Safeguarding Team will be notified of any bullying incidents (3.2).
- All children in distress can receive a free and confidential support from the bullying helpline. The Bullying UK poster, which is on display in the camp sign-in area, has the number on it.

If a child commits an act of bullying

- The offending child should be led aside, explained why their behaviour is deemed bullying, and warned of the repercussions should they carry on.
- The allegation made against the kid will be communicated to the parent(s) or guardian(s).
- In the event that the bullying continues, the camp manager will report the incident to the person picking up the child as bullying, and they will take the appropriate action (13.2).
- If the circumstances call for it, an incident report should be filed in accordance with the incident and accident policy (10.0).

APF will adhere to the APF complaints procedure (14.0) in the event that a formal complaint alleging bullying occurs is submitted to the Head Office. Those who bully need to be informed that APF has the right to immediately ban a child for bullying.

Language

Any child who uses offensive or derogatory language will be corrected right away. The staff will inform the youngster that such language is inappropriate and not welcomed at APF. They will also warn the child from using it if they are younger and more impressionable.

13.4 Procedure when dealing with racial harassment

A strategy that promotes equality and diversity in the childcare industry is to establish a place where every child feels like they belong. To spot prejudice or discrimination, APF staff members should watch and listen to children while they play and adults interacting with them. They should then come up with solutions for any problems that may come up. Every element of the environment is relevant, including the way the kids interact with one another, the way the staff interacts with the majority and minority kids, the language used, the conversations that are had, and the activities that are carried out.

Each APF camp has a duty to create and implement strategies to prevent and address racism and include:

- Recording all racist/discriminative incidents.
- Ensuring all recorded incidents are reported to the parent(s)/guardian(s), and when appropriate to the Camp Manager.

Parent(s)/guardian(s) have a right to know when racism occurs and the actions APF will take to tackle it.



Definition of racial harassment

‘Violence which may be verbal or physical and which includes attacks on property and people because of their race, nationality, ethnic origins – when the victim believes that the perpetrator was acting on racial grounds and/or there is evidence of racism’ – (Commission for Racial Equality).

Examples of racial harassment

- physical attack on an individual or gathering of individuals.
- racial jokes, insults, and derogatory labelling.
- Written obscenities and racist graffiti.
- provocative actions, such handing out racist literature and donning emblems and insignia.
- threats made against an individual or group of individuals due to their race or colour.
- remarks that are discriminatory, such as mockery, whether they are made outside of or within conversations. Disparaging remarks or deeds directed towards an individual or collective.

Procedure when dealing with racial discrimination

- Every employee of APF should be on the lookout for any instances of racial harassment. Staff members have the following obligations when they witness racism or discrimination in any form: Take swift action to stop the harassment of any kind based on race. Any accusation needs to be reported to the camp manager and treated with seriousness.
- Using the incident and accident policy (10.0), every occurrence should be thoroughly investigated and documented as correctly as feasible. When necessary, staff members, inspectors, and parent(s)/guardian(s) should be allowed to view this information.
- The Camp Manager bears the responsibility of seeing that situations are managed suitably, with tact, and duly documented.
- Keep track of any behavioural changes. APF considers information on specific individuals to be secret, so only the perpetrator's or victim's initials may be published in the record.
- The parent(s) or guardian(s) of the perpetrators and victims should be informed of the occurrence and the outcome if an allegation is found to be true after an inquiry.
- Racial abuse of any kind will be taken seriously and dealt with in line with the procedures for handling misbehaviour (13.2).

14.0 Complaints Policy

Policy

- APF sees every complaint as a chance to grow and enhance our offerings and to make things right for the individual who filed the complaint.
- To offer a transparent, user-friendly, and equitable complaints process to anyone who wants to file one.
- to make the complaints system known to the public so that they are aware of how to get in touch with us in order to file a complaint.
- to ensure that everyone at APF is aware of what to do in the event that a complaint is received.
- to guarantee that each complaint is promptly and fairly investigated.
- to ensure that grievances are addressed and relationships are restored whenever feasible.
- To compile data that enables us to enhance the work that APF performs in the future

Definition of a complaint

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of APF.



Confidentiality

All complaint information will be handled sensitively, talking to those who need to know and following any relevant data protection requirements.

14.1 Complaints procedure

APF has a defined process in place for handling complaints. Children who are removed from a camp before a formal complaint is filed lose access to and the ability to use these processes going forward. It is best to engage the complaints system only when non-formal means of problem-solving have failed.

Step 1

In the first instance, APF encourages any issues to be discussed with the Camp Manager who is responsible for the day to day operations of the camp.

Step 2

The camp-related Complaints Form, which may be acquired from kjames@apfacitycamps.com, should be completed in order to submit the complaint to APF Head Office if it remains unsatisfied following the Camp Manager's reaction and comments.

The issue will be thoroughly looked into. Staff interviews conducted on-site and referrals to outside organisations including social services, environmental health departments, and municipal authorities are just a few examples of the components that the inquiry may involve. The parent(s) or guardian(s) will receive a comprehensive response to the complaint well within the 28-day window that Ofsted has set; the APF's target response time is 7 days.

APF invites the complainant to get in touch with its Customer Services team at 07555748776 if they have any severe concerns so that the operations team can start looking into it right away. The person conducting the investigation will examine how APF handled the complaint and make sure that all issues were resolved in a fair and appropriate manner.

Step 3

The complainant may elect to take the complaint to Step 3 of the process if they are unhappy with the outcome of Step 2. Within 15 days after Step 2 is finished, this needs to be submitted in writing to the APF Head Office. The APF Managing Director will be guiding the complaint's consideration at this point. The findings of this review will be communicated in writing to the complainant:

The general rule is that APF must be able to provide documentation to demonstrate that the complaint has been given appropriate and fair consideration within the parameters of this process. The Managing Director may request that the APF Senior Management Team reopen the investigation if they have any concerns. Any delays will be communicated to the complainant. The complainant may want to file the complaint with Ofsted if it is still unresolved.

If parent(s) or guardian(s) believe their complaint has not been satisfactorily addressed, they may get in touch with Ofsted. The number to reach Ofsted is 0300 123 1231. Ofsted should receive the camp registration number from the parent(s) or guardian(s). Call our customer service department or inquire at the camp itself for registration numbers. As an alternate address, they can send mail to: **Ofsted's National Business Unit, Piccadilly Gate, Store Street, Manchester, M1 2WD.**

Monitoring and review

To make sure that every complaint is handled correctly, APF keeps an eye on both formal and informal complaints, which are recorded on our central system. All official complaints received are kept on file at

Head Office by APF, along with a log of the complaints made against individual camps. Every year, the senior management team will review the resolution of these issues and determine whether any adjustments are necessary.

15.0 Early Years Foundation Stage Policy

Policy

Within this policy the term Early Years Foundation Stage (EYFS) is used to describe children between 2-5yrs who are in APF care.

Aim

All children at APF receive the best possible care and development, laying a solid basis for their individual growth at the required rate. APF fosters a secure and joyful atmosphere with engaging educational opportunities that help kids grow into self-assured, self-sufficient adults. APF believes in each child as an individual and works to satisfy their needs and enable each child to realise their full potential in collaboration with other professionals and parent(s)/guardian(s).

"Every child deserves the best possible start in life and the support that enables them to fulfil their potential," according to the EYFS. Young children grow very quickly, and their experiences from infancy to age five have a significant influence on their prospects for success in life.

The following policies should be read in conjunction with this policy-**attendance policy (1.0), safeguarding policy (3.0), health and safety policy (9.0), behaviour policy (13.0) and equal opportunities policy (16.0).**

1. APF complies with the four guiding principles that direct practice in Early Years settings as well as the Statutory Framework of the EYFS.
2. Each youngster is unique, competent, resilient, confident, and always learning new things.
3. Children learn strong, self-reliant character characteristics through positive partnerships.
4. Children learn and develop successfully in enabling environments where each child's experiences are customised to match their specific needs and where practitioners, parent(s), guardian(s), and other professionals work closely together.
5. Children grow and learn in different ways and at different rates.

APF strategies

- APF believes it's essential to have a well-balanced plan of activities based on the EYFS across all seven areas of learning when using play as a vehicle for learning.
- Promote equal opportunities and anti-discrimination policies. APF provides early intervention services for children who require further support.
- Work together with the parent(s) or guardian(s) and in the context of the child's development as a whole.
- Provide each child with challenging learning experiences that take into consideration their observations, evaluations, and past knowledge.
- Give kids the opportunity to take part in activities that are supported by adults as well as those that are started by them.
- Create a key person approach for each child to help you form enduring relationships.
- Establish a safe and secure learning environment both inside and outside.

Early Years provision

In order to help children meet and surpass the early learning objectives, APF designs an engaging and demanding programme of activities based on observations of the children's needs, interests, and developmental stages across the seven learning domains.

The three primary and four particular domains of the seven learning and development domains are significant and interrelated. By emphasising the three main areas of learning, APF seeks to develop children's curiosity, excitement for learning, ability to make relationships, and capacity to learn and grow.

1. Communication and Language.
2. Physical Development.
3. Personal, Social and Emotional Development.

Children are also supported through the four specific areas of learning

1. Literacy,
2. Mathematics,
3. Understanding the World
4. Expressive Arts and Design

All of which strengthened and supported the above three prime areas of learning.

Children are given a variety of deep, relevant first-hand experiences that allow them to explore, think creatively, and engage in active learning. Positive attitudes towards education, self-assurance, communication, and physical growth are the goals of APF.

As they move through the EYFS, children have more whole group and small group times. The EYFS states that "each area of learning and development must be implemented through planned, purposeful play and through a mix of adult-led and child-initiated activities." This play-based approach is used to provide the programme of activities.

The activities that APF organise strike a balance between giving kids the time and space to do things on their own and those that are organised by adults. Early childhood educators engage with kids while they play to push and challenge them further. In order to encourage children to freely transition between indoor and outdoor activities, APF creates a dynamic environment.

Observation and assessment

APF records children's learnings after observing and evaluating them in a number of ways as part of their regular practice. At the end of each day, the children's Daily Feedback Cards are shared with their parent(s) or guardian(s) and contain significant observations of the children's accomplishments. Every day, if necessary, the Early Years Practitioner provides verbal feedback to the parent(s) or guardian(s). When parents or guardians sign in or out, the Early Years Practitioner may be available to chat with them.

Safety and welfare

The welfare and safety of children come first. Children are taught how to be safe, make decisions, and evaluate risks through the curriculum offered by APF, which also creates a safe and secure environment. To guarantee the safety of children, APF has strict policies, processes, and documentation in place.

APF promote the good health of the children in numerous ways as set out in the **health and safety policy (9.0)**. Please also see the following policies for additional information – **safeguarding policy (3.0)**, **intimate care policy and incident and accident policy (10.0)**.

Inclusion

All children are valued as individuals by APF, regardless of their gender, aptitude, background, culture, religion, race, or native language. In order to help the majority of children fulfil and even surpass the Early Learning Goals, APF designs an activity programme that caters to each child's specific needs and allows them to progress at their own speed. APF is adamant that in order to provide the kid with the care they require, early identification of children with special needs is essential. When a kid registers for camp, we want parents to provide us with as much information as possible about their requirements.

Partnerships with parent(s)/guardian(s)

APF recognises that working in conjunction with the parent(s) or guardian(s) may have a big impact on a child's education, which is why it works hard to build and sustain these relationships. APF supports and welcomes the parent(s) or guardian(s) to take an active and confident role in their child's education and upbringing.

APF requires information such as allergies, swimming ability (at sites where we have swimming), other provisions the child attends, toilet training and any physical or social needs. APF encourages the parent(s)/guardian(s) to complete and send **us their child's EHCP/SEND plan** which details more specific learning difficulties and physical conditions. This includes, but is not limited to: reading ability or co-ordination.

16.0 Equal Opportunities Policy

Policy

- APF will make sure that all camp participants, particularly children with special needs, have a safe, compassionate environment free from discrimination. People will: Respect the various racial origins, faiths, cultures, and languages in a multiethnic society in order to recognise every child as an individual free from gender or racial stereotypes.
- Don't treat kids differently because of their handicap, sex, age, race, sexual orientation, class, family situation, or status with HIV/AIDS.
- By offering a vast array of suitable materials and activities, you can support all children in celebrating and expressing their cultural and religious identities.
- Make an effort to make children feel good about themselves and other people by highlighting the various differences that make each of us special.
- Ensure that its services are available to all the parent(s)/guardian(s) and children in the local community.
- Ensure that the camp's recruitment policies and procedures are open, fair and non-discriminatory.
- Work to fulfil all the legal requirements of the Equality Act.
- Monitor and review the effectiveness of its inclusive practice by conducting an Inclusion Audit on an annual basis.

Challenging inappropriate attitudes and practices

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

Children with additional needs

APF recognises that the needs of individual children vary, and will endeavour to accommodate children with specific needs and/or medical conditions within the camp environment. It is our policy not to exclude any child due to specific needs and/or medical conditions wherever possible.

It is the responsibility of the parent/carer to inform us of any medical conditions and special educational needs or disabilities, whether booking online or over the phone, so we can discuss how best to accommodate the child, and consider whether any reasonable adjustments can be made to ensure they are able to fully participate and enjoy the activities on camp within the staffing ratios provided for their age group. The needs of each child vary so decisions are made on a case-by-case basis and depend upon the level of support each individual child may require.

We are not able to provide additional staff to support a child above our standard ratios of unless children are attending a SEND camp, irrespective of any specific needs or medical conditions. Where we feel that a child is not coping within these ratios, we reserve the right to ask the parent/carer to come and collect their child. No refund will be available. Where a child does require one-to-one support, APF will permit parents/carers to attend camp to support their child, providing the APF safer recruitment standards are met. APF does not provide one-to-one support.

Procedures for supporting SEND needs

- Parents complete online booking and outline the SEND needs of the child
- Where needs are more complex, our SENDco arranges a phone call or video call meeting to discuss needs and creates a 'mini' support plan which is shared with the instructor looking after the child and the site manager at the venue. This plan is agreed by parents and child inline with the SEND reform and good practice guidance.
- A suitably experienced and qualified member of staff will be assigned to support the child to ensure they are able to meet the child's needs.
- Where a child is not toilet trained, displays regular aggressive behaviours, or is a 'flight risk' we may not be able to register the child due to staffing and competencies of staff. If this is the case, we will inform parents at the meeting (this information is also shared at the time of booking)
- The site manager and or instructor discusses the child's progress at the end of each day and asks for more advice or support from parent if need (end of day review)

We are happy to accommodate a child with specific needs on a paid trial basis and reserve the right to review further bookings.

17.0 Confidentiality Policy

At APF, we value the privacy of both the campers' and their parents' or carers' personal space. Our goal is to make sure that everyone who uses or works at APF can do so with assurance.

- In order to maintain confidentiality, we will:
- While information about other children will not be accessible to parents, they are welcome to request to view the records pertaining to their own child.
- Staff members only talk about specific kids when it comes to organising and leading the group.
- Confidentiality is emphasised to staff members as part of their introduction procedure.
- Unless there is a safeguarding issue, information provided by parents to the camp manager won't be shared with outside parties without consent (as specified in our Safeguarding Policy).



- Personnel decision-makers shall not be privy to matters concerning staff employment, whether they are paid or not.
- Records that are confidential are kept safe.

18.0 Data Protection Act

As a Data Controller, APF is registered under the Data Protection Act 1998 (effective May 25, 2018), also known as the GDPR. In order to complete your reservation, we must obtain personal information about you and your kids. We will adhere to all applicable UK laws and treat it with confidentiality and security.

The camp manager is in charge of making sure that any private documents pertaining to parents or children are kept safe and have access to them. Every employee is aware that revealing any private information is against the Data Protection Act of 1998 (GDPR as of May 25, 2018), and that doing so could lead to disciplinary action.

The Camp Manager is the only person with access to all parent and child paper records kept on camp. In the event that another staff member needs to view the records due to an emergency, they will always maintain the privacy of the information.

Only the Camp Manager will be able to access password-protected electronic data.

APF policy prohibits disclosing any client information to outside parties unless specifically requested by law enforcement.

19.0 Insurance

We must ensure that we have the right insurance in place for our effective provision. This insurance contract, shown by a policy, provides APF (K James Consulting and Headship LTD) with monetary security or compensation from an insurance provider against losses. We make sure that, at the very least, the following insurance agreements are signed before our camps begin:

19.1 Professional indemnity insurance

Professional indemnity (PI) insurance is a commercial policy designed to protect APF, if clients claim a service is inadequate. As we provide a professional service, we could be sued if the recipient is unhappy with their work.

19.2 Cyber Insurance

APF ensures that we have up to date cyber insurance (also referred to as cyber risk or cyber liability insurance). This form of cover designed to protect our business from threats in the digital age, such as data breaches or malicious cyber hacks on work computer systems.

19.3 Management Liability Insurance

APF ensures that we have up to date Management Liability Insurance. This is also known as Directors & Officers Insurance) and is used to protect APF and its managers, directors and officers from any financial losses due to claims arising from their mistakes or actions.

19.4 Public Liability Insurance

APF makes sure we have public liability insurance, which shields us from many of the most frequent hazards that a business encounters while dealing with clients, consumers, and other third parties. This contract protects us in the event that our work causes property damage or personal injury to a third party (client, member of the public, etc.). This may be them falling and hurting themselves while working as an instructor or camp manager, or breaking a door at the locations we rent out when conducting programmes.

19.5 Employers' liability insurance

APF makes sure we have the most recent Workers who have had a sickness or injury at work that is not covered by workers compensation can file claims with employers' liability insurance. To further shield us from the expenses of occupational diseases, injuries, and fatalities, this can be combined with workers' compensation.

In addition to the above, we may also include other insurance contracts where we feel they are necessary to the provision at the time. These may include, but are not limited to Professional indemnity insurance

- Property - contents insurance
- Property - portable equipment insurance
- Property - equipment breakdown insurance
- Property - buildings insurance
- Legal protection insurance
- Personal accident insurance
- HR Solutions