

APF Activity Camps Safeguarding Policy for Parents (summary)

Effective Date: 28 August 2024

Review Date: August 2025

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1. Introduction

At APF Activity Camps, your child's safety and well-being are our highest priorities. This policy outlines the safeguarding measures we have in place to ensure a secure environment for your children. We are committed to maintaining open communication with parents and carers, fostering a partnership to support your child's development and safety.

2. Key Safeguarding Principles

- **Child-Centred Approach:** Your child's best interests always come first.
 - **Safe and Inclusive Environment:** We promote respect, safety, and equality for all children.
 - **Transparency:** We maintain clear and open communication with parents about our safeguarding practices.
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3. Staff Training and Supervision

- All staff undergo Enhanced DBS checks and safeguarding training before employment.
- Designated Safeguarding Lead (DSL): **Kaz James** (07760335117, kjames@apfactivitycamps.com)
- Deputy Designated Safeguarding Lead (DDSL): **Sarah Swords** (07555 748 776 support@apfactivitycamps.com).

Staff are trained to recognise signs of abuse and neglect and respond appropriately to any concerns.

4. Ratios and Vigilance

- **Staff-to-Child Ratios:**
 - For children aged 4–5: 1 staff member for every 8 children.
 - For children aged 6 and above: 1 staff member for up to 12 children.
- **Vigilance:** Staff conduct headcounts every 10 minutes and supervise children at all times, including during activities, meals, and toilet breaks.

5. Risk Assessments

We conduct thorough risk assessments for all activities, including off-site trips. This ensures that:

- Potential hazards are identified and mitigated.
 - Staff are prepared to manage emergencies.
 - Parents are informed of high-risk activities beforehand, where applicable.
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6. Signing In and Out Procedures

To ensure the safety of your child:

- **Signing In:** Parents must accompany their child to the designated check-in point and sign them in at the start of the day.
- **Password System:** At registration, you will provide a secure password. Only individuals with this password will be permitted to collect your child.
- **Signing Out:** At the end of the day, parents or authorised individuals must sign their child out. Staff will verify the password before releasing your child.

If someone else is collecting your child, you must inform us in advance and ensure they know the password.

7. Illness or Accidents

- If your child becomes unwell, we will contact you immediately to arrange collection.
 - First aid is administered by trained staff in case of minor injuries. For serious incidents, we will contact emergency services and notify you immediately.
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8. Behaviour and Bullying

- We maintain a positive environment where bullying or harmful behaviour is not tolerated.
 - Staff encourage respect and cooperation among children and intervene in any incidents promptly.
 - Parents will be informed of any significant behavioural concerns.
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9. Online Safety

- We educate children about the safe use of technology during camp activities.
- Devices brought by children (e.g., phones) must not be used during camp hours, except in emergencies.

10. Data Protection

We comply with GDPR regulations to ensure that your child's personal information is handled securely and used only for necessary purposes.

11. Communication

We value open communication with parents. For any questions or concerns, please contact:

- **Kaz James (DSL):** 07760335117 / kjames@apactivitycamps.com
 - **Sarah Swords (DDSL):** 07555 748 776 / support@apactivitycamps.com
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12. Complaints and Feedback

If you have any safeguarding concerns or wish to provide feedback:

- Contact the DSL or DDSL directly.
 - You can also escalate concerns to your local safeguarding authority if needed.
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13. Policy Updates

This policy will be reviewed annually, with updates shared with parents as necessary.