

# Hi5 Holiday Camp

## Guidelines for Parents / Guardians / Carers



Please take the time to read the following information. Hi5 Holiday Camp is registered and inspected on a regular basis by Ofsted, who ensure that we comply with stringent requirements that are in place to provide childcare facilities of the highest quality.

### Welcome

We would like to welcome your child(ren) to Hi5 Holiday Camp at the Haydon Centre where they can participate in a wide, varied choice of activities. The emphasis is on fun and enjoyment in a safe, secure and structured environment.

The Haydon Centre is Ofsted registered and we are inspected on a regular basis to ensure compliance with the stringent requirements that are in place to provide childcare facilities of the highest quality.



### Our Aims

We aim to provide:

- equal opportunities for all children regardless of age, cultural background, race or other identified needs by ensuring that we select and train our staff and provide a varied programme of activities.
- a safe and enjoyable experience during most school holidays – details of when camps operate can be found in our Kid's Holiday Guide or by visiting [www.swindon.gov.uk/schoolholidays](http://www.swindon.gov.uk/schoolholidays).
- childcare that is accessible to all parents of children aged between 4 (attending school full time) and 12 years old.
- a fun and entertaining environment through which children's social and practical skills can be allowed to develop.
- a wide range of activities using equipment that is safe and appropriate.

### Choosing Our Staff

All staff who work with children undergo a rigorous training programme which includes an induction to the site they work in and a thorough grounding in emergency procedures. First aid qualified staff are always available. Supplementary training involves workshops where staff are taught motivation skills and encouraged to develop ideas for new games. All staff undergo enhanced checks by the Criminal Records Bureau to ensure that they have no convictions that should preclude them from working with children.

### Age Groups

Children attending Hi5 Holiday Camps will be split into 2 age groups, 4 – 7 years and 8 – 12 years, as laid down in the Ofsted guidelines.

### Behaviour

Children will be encouraged to show respect for staff, one another and their belongings, the building and its equipment. High standards of personal behaviour and responsibility are expected from everyone who attends camp.

Children must be encouraged to follow instructions given by staff at the centre and they must not leave their designated area without permission. Foul or abusive language and aggressive behaviour will not be tolerated and children must not intimidate or bully any other child. Failure to adhere to these guidelines will result in the offending child being removed from their group for a 'cool off' period. Persistent misconduct will result in their removal from camp.

## Sickness

There are times when a child attending camp feels unwell. If this happens the camp supervisor will try to contact you by telephone. If we are unable to contact you, we will call the emergency number you have supplied.

If a child develops diarrhoea or vomiting, they must be clear of all symptoms for 24 hours before readmission to camp.

## Medication

If your child(ren) suffers from any medical condition that requires medication to be taken during the day, please discuss this with the centre staff at the time of your booking.

Inhalers should be clearly labelled with your child's name.

## Clothing

Typical activities can range from quiet, relaxed sessions such as arts & crafts or board games to highly active games such as football or relay races. We ask that you take this into consideration and ensure that your child(ren) wears suitable clothing that is loose enough for them to move around comfortably. Footwear is equally important and we discourage children from wearing sandals or slip on shoes that may come off during physical activities.

## Food and Drink

Please ensure that your child(ren) has adequate food and drink with them. Camps have morning, lunch and mid afternoon breaks.

Morning and mid afternoon breaks are usually just for a drink and a quick snack.

Children must bring a packed lunch - please note that we are unable to keep food refrigerated so please ensure that lunchboxes have an icepack. Children will not be allowed to share food or drink.

## Valuables

Please ensure that all clothing, food and drink are clearly labelled with your child's name. To avoid items being mislaid, please ensure that no toys, valuables or 'trading cards' are brought to the centre. We have an abundance of equipment and ideas to occupy even the most energetic and enquiring of children!

## Arrival, Registration and Departure

Please ensure that you do not arrive earlier than your prebooked time as this is when staff will be on hand to meet, greet and register children onto camp for the day. You will be required to sign in the child(ren) in your care and to do so you must be 16+ years old.

At the end of the day children must be signed out and must be collected by a named person 16+ years old. Children will not be released if the name differs. Please ensure that you or the named person arrives promptly to collect your child(ren).

## Child Protection Responsibilities

As a provider of childcare registered with Ofsted, we are required by law to follow the child protection procedures agreed with the local Safeguarding Children Board and Ofsted, within our responsibility to safeguard children. We will endeavour to share with you any concerns we may have regarding injury or specific issues of concern at all times. We will keep a record of such incidents and share these with you. We do have a duty to make a referral to Social Services if we suspect your child is at risk of child abuse. We will inform you if we make a referral to Social Services unless to do so would place your child at increased risk of significant harm. Our first concern will always be the welfare of your child. We have a copy of 'What to do if you are worried a child is being abused' document for you to see if you wish. You will be asked to sign the registration form to say you have read this statement and understand the role and responsibilities of the provider.