

## **Policies and Procedures**

Barracudas regularly reviews and updates all of its' policies and procedures, using feedback from staff, clients, host schools and Ofsted, as well as ongoing advice from local authorities and National Governing Bodies of Sports, to ensure up-to-date and safe systems of work. If you have any queries about our policies and procedures, please talk to our Central Office staff on 0845 213 5299.

### **Policies**

#### **Behaviour Management**

Barracudas believes that children will flourish best in an atmosphere of mutual respect and encouragement where everyone knows what is expected of them. We have a code of behaviour, which is uniform at all of our camps and will be displayed on the camp notice board. The group leaders will discuss behaviour with your children during the orientation session on their first day at camp.

#### **Bullying**

Bullying will not be tolerated at Barracudas. Any such behaviour will be treated seriously and staff will intervene at the earliest possible stage.

#### **Child Protection**

All staff at Barracudas have a duty in law to respond if they suspect a child may be suffering from abuse, or if a child makes a disclosure about abuse. Staff will comply with procedures of the local safeguarding children's board (LSCB).

#### **Confidentiality**

Staff will be sensitive to confidential information and not discuss individual children except with the parents concerned and their line manager as required.

#### **Epipen**

At least two members of the Barracudas staff team at each camp will be trained to administer an Epipen in an emergency situation. Parents must inform the camp if their child carries an Epipen.

#### **Equal Opportunities**

Barracudas aims to provide equality of opportunity for all children in our care and takes positive actions to eliminate discrimination. Barracudas is committed to the principle of equal opportunities and to ensuring it is applied to all areas of its' operation.

#### **Health, Hygiene and Food**

Barracudas promotes good health and encourages children to lead an active lifestyle. Good hygiene practice is promoted at camp. The camp provides water throughout the day but children bring their own packed lunch from home.

Children cannot be accepted at camp if they are ill. The camp holds a list of common communicable diseases and incubation periods. If a child falls ill at camp, parents will be contacted to collect the child from camp.

In hot weather, staff will remind children to apply sun cream. Parents should supply sun cream and show the child how to apply it.

#### **Health and Safety**

Barracudas will do all that is reasonably practicable to protect the health, safety and welfare of all children in our care, along with staff and any other visitors to our sites. Staff will maintain a positive, proactive and diligent attitude towards health and safety throughout the season, frequently checking all systems and reviewing risk assessments if necessary.

#### **Special Needs**

Children with special needs and disabilities are welcomed at camp after consultation between parents and staff to ensure that all needs can be met within the staff ratios that we provide. Parents should discuss any particular needs of their child with our Central Office team at the time of booking.

**Last updated Autumn 2009**

## **Procedures**

Barracudas has the following written procedures available to view at camp or via our Central Office.

Accident

Emergency Evacuation

Illness

Medication

Missing Child

Site Security