

Holiday Scheme Information Booklet

Ards and North Down Borough Council (ANDBC) aims to provide quality holiday scheme opportunities, within a safe environment, for children.

Please take time to read this information booklet.

Safeguarding and the Children Order

ANDBC recognises its legal and moral responsibilities to keep children, young people and vulnerable adults safe whilst they are in our care. ANDBC is committed to the creation and maintenance of a safe and secure environment for all those who use its facilities and amenities and to maintaining best practice when working with children. The Council's Safeguarding Policy will be strictly adhered to at all times.

We welcome children of all abilities and make reasonable adjustments in consultation with parents/guardians/carers where appropriate.

It is important to note that we are unable to offer specialist support to individual children.

**Ards Blair Mayne Wellbeing and Leisure Complex
Comber Leisure Centre
Portaferry Sports Centre**



**Ards and
North Down**
Borough Council

Staffing

ANDBC will deliver the following good practice guidelines:

- all staff will be recruited and vetted appropriately.
- to minimise risks to children in our care, appropriate adults/child ratios as outlined in the Council's Safeguarding Policy will be maintained.
- there will be a minimum of 2 staff in each space where children are playing.
- staff must adhere to the Code of Behaviour outlined in mandatory training/induction.

Registration and Consent

To ensure the wellbeing and safety of every child attending our schemes, parents/guardians/carers are required to complete a registration form when enrolling on a weekly scheme or at the first attendance on a daily ticket (where available).

This form provides us with important information about your child and provides your consent for them to attend activities. All information contained in this form will be held in confidence in line with the Council's Data Protection policy.

Information required for registration is as follows:

- name, address and date of birth
- emergency contact information
- health details such as medical conditions, allergies and medication to be taken
- any other special information about your child we need to know.
- consent from parents/guardians/carers for children to attend activities, photographs etc (please delete as appropriate on the registration form)

It is important for parents/guardians/carers to disclose all information about each child.

We welcome applications for children of all abilities. Unfortunately we cannot offer specialist one to one support for individual children. If a child has any special requirements, we will discuss this with parents/guardians/carers in advance. This will allow us to plan and manage activities, should reasonable adjustments be required.

Code of Conduct

Good Practice including positive reinforcement will always be used by staff in the delivery of activities. At the beginning of each scheme children are made aware of the Scheme House Rules which are on display.

Unacceptable behaviour will not be tolerated and will be challenged, such behaviour includes:

- bullying
- use of foul language
- verbal abuse including racist, sexist, homophobic and sectarian language
- consistent disruption of activities
- loitering in changing rooms and not staying with your group
- Inappropriate use of a mobile phone or electronic equipment

Unacceptable behaviour applies equally to children and staff.

How we manage unacceptable behaviour

It is the aim of ANDBC to deal with unacceptable behaviour in a constructive, consultative manner with the children/parents/guardians/carers/.

Unacceptable behaviour will be dealt with as follows:

1. a verbal warning will be given to the child on the first occasion
2. on a second occasion both the child and parent/guardian will be informed
3. on a third occasion the child will be asked to leave the scheme and will be unable to return for the remainder of the holiday period.
- 4.

Dealing with concerns/disclosures of a safeguarding nature

If an issue of Safeguarding should arise in the manner of disclosure from a child to an adult, the following guidelines will be adhered to:

- The leader will listen to the child and assure the child that they will try to help them. The leader will NOT promise to keep the information a secret.
- The leader will record the incident in the Safeguarding Incident Report Form and report to the manager on duty.

- The manager on duty will report to the Council's Designated Safeguarding Officer who will engage with the appropriate processes.

The same process applies if a staff member has a concern about a child. Any concern will be recorded on the Safeguarding Incident Report Form, detailing the concerns. The Designated Safeguarding Officer will be informed and take further action, as appropriate.

Other important information

Children requiring medication

Any child requiring medication to be taken whilst at a scheme must deposit the item/items, clearly marked with their name and dosage instructions, with the scheme leader on arrival each day.

Please note: scheme staff will not administer medication.

Sun hats and sunscreen

On hot, sunny days, please ensure that your child brings a sun hat (clearly marked with their name). Sunscreen should be applied before your child arrives. Should reapplication be necessary, parents/guardians/carers should supply sun cream for this purpose. Children will be supervised if reapplication is necessary.

Clothing

Please ensure that your child wears appropriate clothing and footwear and brings a coat (clearly marked with their name) every day.

Money

A minimum amount of money should be brought to the centre. £1 is required for a locker if needed and a small amount for snacks. ANDBC will not be responsible for any monies lost or stolen.

Mobile phones / electronic equipment

We discourage children from bringing mobile phones and electronic equipment to the scheme. Contact between children and parents/guardians or vice versa can be made via the scheme leader. This will also help ensure no unauthorised photographs of the scheme emerge. ANDBC will not be held responsible for any loss, damage or misuse of electronic equipment.