



Holiday Camp 2021

Camp Rules and Policies

1. Holiday Camp Rules

Children attending holiday camps at St John's are expected to agree to this behaviour code:

- To treat others with friendliness, courtesy, tolerance and respect.
- To respect the property of others.
- To follow the directions of instructors and other members of staff at all times.
- To ensure that rubbish is disposed of appropriately in the bins provided.
- To only use equipment and facilities as directed by staff members.
- To stay within the areas designated for holiday camp activities.
- To follow staff instruction relating to Covid-19 infection controls.
- To refrain from chewing gum, using abusive or obscene language, to not behave or speak aggressively.

If an activity leader has a behaviour concern they will take the child/children to one side, explain what they have done wrong and why it is not acceptable. They will also remind them of the positive behaviour expected.

If poor behaviour persists the activity leader will reinforce the standards of acceptable behaviour, they may give the child a timeout (no longer than the child's age in minutes) and will inform the Camp Leader and the Camp Manager. The Camp Leader or the Camp Manager will inform the child's parent/guardian when the child is collected, explaining the behaviour concern. Serious or persistent misconduct may result in exclusion from activities, a temporary exclusion when parent/guardian may be required to collect the child immediately, or permanent exclusion from the Camp. The Camp Leader or the Camp Manager will document concerns and explain them to parents/guardians.

2. Key Contacts

Kate Sadler, Director of Marketing and Communications, acting as The Holiday Camp Manager for all queries. Contact: 01372 231502

Gareth James, Director of Sport and Camp Leader for the Sports Camp July 2021. Contact: 07977 717978

Emergency contact number: 07391 682169

3. Safeguarding Policy

St John's School staff are trained to follow the School's [Safeguarding and Protecting Children Policy and Procedures](#) which sets out the framework required to keep children safe and secure in our School. The policy also informs parents and carers how we will safeguard their children whilst they are in our care.

The School recognises its moral and statutory responsibility to safeguard and promote the welfare of

all children.

The Holiday Camp operates out of school term-time and as such St John's School's resources are scaled back. The School's [Safeguarding and Protecting Children Policy and Procedures](#) applies to the Holiday Camp but is amended in the following respect:

Key Personnel

Remote Designated Safeguarding Lead (DSL): Alex Mogford
Mobile: 07720 270174
Office: 01372 385462
amogford@stjohns.surrey.sch.uk

Remote Designated Safeguarding Lead (DSL): Rebecca Evans
Mobile: 07767 294026
Office: 01372 231575
revans@stjohns.surrey.sch.uk

The nominated Safeguarding Governors:
Mrs Angela Wright safeguardinggovernor@stjohns.surrey.sch.uk
Mrs Ruth Marshall RMarshall@stjohns.surrey.sch.uk

The Head: Rowena Cole
rcole@stjohns.surrey.sch.uk
Office: 01372 373000

The Chair of the Governing Council: Mr John Willis
Contact via: Siân Graham, Secretary to the Governing Council sgraham@stjohns.surrey.sch.uk

One of the Designated Safeguarding Leads (DSL) should be contacted if there are any concerns about a child. The DSL will decide whether to make a referral.

4. Other relevant policies

The following school policies, available on the [website](#) also apply to the Holiday Camp, with procedures adjusted as necessary to reflect that the Holiday Camp is operating out of term-time:

- Health and Safety Policy
- Medical and First Aid Policy and Procedures
- Anti-bullying policy and procedure
- Holiday Camp Privacy Notice (tbc)
- Data Protection Policy and Compliance Procedures for Staff
- Fire Safety Policy

5. Insurance statement

Below is a list of activities that Holiday Campers may have the opportunity to take part in. All activities are fully supervised and risk assessed.

- athletics, basketball, cricket, gym (eg strength and conditioning/circuits), football, hockey, netball, rugby, swimming, tennis, yoga.