



ACTIVE KIDS HOLIDAY CAMPS  
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## SAFETY & SAFEGUARDING POLICY

### Active Kids Holiday Camps

Last Updated: March 2026  
Review Date: March 2027

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#### 1. Introduction

Active Kids Holiday Camps is committed to providing a safe, supportive and enjoyable environment for all children attending our camps.

The welfare of children is our highest priority. This policy outlines how we safeguard and protect children during our activities and how staff respond to any concerns.

All staff, volunteers and helpers are expected to follow the procedures set out in this policy.

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#### 2. Our Commitment to Safeguarding

Active Kids Holiday Camps is committed to:

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- Providing a safe and welcoming environment for children
- Promoting the welfare and wellbeing of all children
- Ensuring staff understand safeguarding responsibilities
- Responding appropriately to any safeguarding concerns
- Maintaining clear procedures for reporting concerns

All staff working at camp must prioritise the safety and wellbeing of children at all times.

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### 3. Safeguarding Responsibilities

The Designated Safeguarding Lead (DSL) is responsible for managing safeguarding concerns and ensuring appropriate procedures are followed.

Designated Safeguarding Lead:

Aziz Ali Hajjaj  
Camp Manager

Responsibilities include:

- Receiving and recording safeguarding concerns
- Making decisions about appropriate next steps
- Contacting safeguarding services if required
- Maintaining secure safeguarding records

All staff must report safeguarding concerns immediately to the DSL.

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### 4. Staff Conduct and Responsibilities

All staff working at Active Kids Holiday Camps must:

- Treat children with respect and fairness
- Maintain professional boundaries
- Follow supervision and safety procedures
- Report any safeguarding concerns immediately
- Follow the camp's behaviour and safety policies

Under 18 helpers may assist with activities but will never supervise children alone.

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### 5. Reporting Concerns

If a safeguarding concern arises, staff must:

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1. Remain calm and listen carefully to the child
2. Avoid asking leading questions
3. Record the information factually
4. Report the concern immediately to the DSL

Staff must not investigate concerns themselves.

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## 6. Record Keeping

All safeguarding concerns and incidents are recorded using safeguarding concern forms.

Records are:

- Factual and dated
- Stored securely
- Accessible only to authorised staff

Confidential information is handled in accordance with data protection regulations.

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## 7. Staff Training

Staff working at Active Kids Holiday Camps receive safeguarding guidance as part of their induction.

The Camp Manager acts as the Designated Safeguarding Lead and ensures safeguarding procedures are followed at all times.

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## 8. Policy Review

This policy will be reviewed annually or sooner if required due to changes in guidance or legislation.

Policy Approved By: Hassan Hajjaj

Role: Company Director

Policy Managed By: Aziz Ali Hajjaj

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Role: Camp Manager & Designated Safeguarding Lead

Date: 01/03/2026

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