

## **Champion Camps – Health and safety**

### ***1. Accidents and accident forms***

With accident forms we follow the same protocol as our host site. A form will be filled in by staff, based on the events that have taken place. We will then keep a copy for ourselves and offer a copy to parents/guardians of the child/children involved. This form must be signed by the parent on collection.

### ***2. First aid***

All camp staff are first aid trained and will perform first aid if given consent by the parent/guardian. There will be an option to give consent on the booking form which must be completed prior to children coming to camp.

### ***3. Emergencies***

In the event of an emergency, staff will perform first aid, if given consent (see above). 999 will be contacted if appropriate and so will parents/guardians. Parents/guardians must leave their contact number on the booking form.

### ***4. Lockdown***

If there is need for a lockdown on site, children must follow the instructions of Champion Camps staff.

### ***5. Fire***

Fire exits are located in all indoor rooms/halls that we use. Children make their way to the playground immediately if there is a fire alarm. We will then proceed to take a register of the children.

### ***6. Medical conditions***

Non-prescribed medicines will not be administered unless specific permission has been given by parents/carers and Parental agreement with Tom or Rose.

There will be a section on the booking form (see: [www.championcamps.co.uk](http://www.championcamps.co.uk)) where parents/guardians can inform us of any medical conditions. Please type in this box prior to camp, so we know what conditions there are, and how we can manage these if needed.

### ***7. Nut allergies***

We are committed to being a nut free camp. Parents must not send children to camp with nuts in their packed lunch or as a snack. The site will also be nut free at all times. We know that nut allergies CAN unfortunately cause varying reactions. As parents/guardians it is your responsibility to ensure children do not bring nuts to camp. We will also ensure nuts are not on site. As parents it is also your responsibility to let us know of nut allergies or any other allergies on the booking form, and of any medication that your child may need.

### ***8. Extreme weather***

If any camp day/days are cancelled due to extreme weather then all parents will be notified by 7am on the morning of the day. Of course parents will be made aware before this if possible.

Extreme weather conditions such as storms, torrential rain etc. will mean we move indoors to the hall and classrooms we have available.

### ***9. Food and drink***

Food and drink will be consumed in both the kitchen and the main hall. Those who attend the full camp day are able to have breakfast at the camp, cereals, toast etc. Children need to bring a packed lunch which will be had in the hall. Children will always be sat at the table when eating (whether in the kitchen or hall) to prevent unsafe actions/circumstances. There will ALWAYS be staff present when children are eating. Our schools/host sites are all up to date with food hygiene and service qualifications.

There is plenty of water accessibility at camps, children are able to fill up water bottles whenever and we are dedicated to ensuring children remain hydrated.

### ***10. Venue experience of hosting***

The Broughton Junior School has extensive experience in hosting similar activity clubs. Whether this be for education, sports or performing arts. The site team will almost always be on site when we are using the venue. The facilities and equipment available are of a very high standard and completely safe. This school of course operates well during term time and this will be the same regarding Champion Camps.

### ***11. Venue facilities***

Activity areas

We will be using the field, playground and sports hall for activities.

**Please see the risk assessment.**

Kitchen

**Please see item 9 and the risk assessment.**

Toilets

**Children will not be allowed to use toilets in large groups. Toilets are located nearby to the field, hall and classrooms.**

Classrooms

**Classroom areas will be used in a safe manner, and we will not allow children to access them without staff.**

Entrance/Exits

**Entrances and exits to the schools will be shut and locked during the day. Of course  
Champion Camps and school caretakers are responsible for this and obtain keys.**