



Burgess Sports Handbook

Every child deserves a great start in life!

Site set up and induction day

The induction day will be run by the camp manager. This section will outline to you the various duties that are required to be performed in order to set up the programme.

Before the programme starts..... NOT ON THE DAY!

The Site itself:

Make sure you become familiar with the site you will be taken around the site and introduced to the areas that we can or cannot use, showing risk assessments, fire exits, etc.

The Camp Manager will ensure that you have a checklist of things to complete

You will be shown the timetable and also where you fit into the timetable. Also, familiarize yourself with the policies, procedures

Training: you must ensure you are familiar with the policies and procedures, and you have to sign the agreement form once you feel you have an understanding.

Staffing Structure

Although camps do vary according to size in terms of the number of attendees, below is a list of the roles that are played by various staff members. **In some case some people may play more than one role.**

Camp Manager

The Camp Manager is responsible for the smooth running of the camp, including all staff and activities at one particular site. The Camp Manager does not count in the staff ratios.

Senior Activity Co-ordinator

This person is responsible for the delivery of activities within the site and to ensure that the programme is run according to the standards This will involve the following:

- Children are given a warm welcome
- Ensure the registration form was filled out properly by parents
- Ensure that observations of their achievements and activities are taken, recorded and that feedback is given to parents on collection each day



Activity Staff

Specialist staff member

- **Senior and Junior Sports Coach**

This person will be designated the responsibility to deliver sports session throughout the week and will also be a designated leader, responsible for children in sport

- **Multi activity Staff Member**

This person will be required to fulfil a variety of roles throughout the week such as arts and crafts, fun games, multi sports etc.

- **Ambassadors:** As young volunteers, Ambassadors will never be allowed to be on their own with participants, Ambassador should assist the coach within the session and is the coach responsibility to assign an active role.
- **First aider**

A nominated first aider will be nominated to deliver first aid as and when required. There should be at least one first aider on site at all times.

First aider must record any form of first aid applied in the accident book. They must also ensure to inform parents at the end of the day.

Health and Safety

EVERYONE is responsible for HEALTH AND SAFETY. It is a myth that there should be one person solely responsible. If you follow all our policies and procedures and ensure that all risk assessments are taken into account, then staff, children and parents alike will be in a safe environment and the likelihood of any accident is significantly reduced

Our Health and Safety Policy available for anyone to read on our website and hard copy is kept on the site.

The senior management will ensure that the site is safe for staff and children alike and that all the necessary risk assessments have been done and taken into account. We will ensure that good practice is carried out by the following:

- All equipment is well maintained and is checked
 - Adequate training for all staff
 - Overall management of H&S is a management responsibility but everyone is responsible for the safe care and attention of all on site, and is duty bound to prevent injury of children parents and staff on camp.
 - Any defects within the building or equipment must be reported ASAP
 - Ensure equipment is properly maintained and also that cleaning schedules are maintained. Any defects to equipment must be noted to the camp manager and it must then be taken out of use.
 - All accidents must be recorded in the accident book
 - All first aid equipment must be regularly checked and the first aid box replenished as necessary
- Recognize any safety issue and change your session if needed

NEVER

- Leave a group of children on their own
- Let children use equipment unattended
- Ignore safety guidelines or Risk Assessments

ALWAYS

- All rooms where children are present should have staff supervision at all times
- If a child needs the toilet they **MUST** ask a staff member to leave the group
- All children aged less than 12 **MUST** be accompanied to the toilet by a staff member. This person must wait outside and return the child immediately to his/her activity
- Whilst moving a group of children around the park, take a head count before and after.
- Whilst moving, where possible have one staff member positioned at the front of the group and one at the back – keeping the group together.
- If a child wants to swap activities, they must ask the staff member present.
- Staff members are responsible for the tidying of the area or room which they are supervising at the end of each session.

Best Practice

The way in which you act must not be open to criticism and you must protect yourself from any allegations that could cause conflict between you, the child and parent. **DO NOT** put yourself in a position that may upset children or parents. Please use best practice in everything you do whilst working with us. This includes the way in which you communicate to children.

How can you achieve best practice?

- Avoid shouting or making negative comments
- Be empathetic towards the children
- Always be positive with your comments and feedback
- Physical contact with a child to be at an absolute minimum.
- If physical contact is made ensure there is another adult from the team with you and the incident is recorded.
- Employ equality of opportunity
- Be non-judgmental
- Try and understand children's emotions
- Ensure you inform children as to why you make certain decisions that involve them
- Understand your **LEGAL** responsibility in terms of safeguarding and child protection.



REMEMBER to ALWAYS

BE POLITE; BE CO-OPERATIVE; BE FRIENDLY; BE RESPECTFUL; BE RESPONSIBLE; BE CONSIDERATE

As a member of staff, you will be expected manage and raise behaviour by using the following tools:

- Raise children's self esteem
- Reward positive behaviour and encourage
- Build a relationship with the child and the group, try to create a "family" atmosphere
- Use appropriate language
- Help children to have a voice and contribute to the running of the camp.

Behaviour management processes

- Have a friendly word in the child's ear, explain why their behaviour is unacceptable
- If necessary, give child time out (inform Manager)
- If necessary, enforce part exclusion (fill out incident form)
- As a final resort, enforce permanent exclusion
- Child is given a light warning for their behaviour, if behaviour gets worse child will be excluded from camp for a day.

Bullying Victim:

- Gather information fill out incident report
- Monitor the situation
- Communicate to the camp manager and Manger to inform parent (away from reception if possible)

Offender:-

- Speak to the child and explain
- Monitor
- Follow the behaviour management process

Behavior Policy

Burgess Sports believes that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to play without fear of being hurt or disturbed by others. Burgess Sports aim to provide an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

- All adults in the club will try to provide a positive model for the children with regard to friendliness, care and courtesy and to offer strategies for handling any conflict
- Rules governing the conduct of the group and the behaviour of the children are discussed and agreed with the children at the club and explained to all newcomers, both children and adults.
- Staff ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour
- Good behaviour is praised
- Staff actively try to avoid attention seeking through undesirable behaviour
- Bullying behaviour in any form, which may be emotional, physical or verbal, is completely unacceptable at our club. Children are encouraged to report any incidences of bullying to a member of staff.

When children behave in unacceptable ways:

- They are given one to one adult support in seeing what was wrong and how to cope more appropriately. If appropriate this might include a period of “time out” with an adult.
- In any case of misbehaviour, it is always made clear to the child that it is the behaviour that is unwelcome and not the child
- Physical restraint is only used to prevent physical injury to children or adults and/or serious damage to property. Any significant event of this sort is recorded and the parent informed on the same day.
- In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes is made clear immediately, but by means of explanations rather than personal blame.
- Staff are aware of and respect cultural expectations in communications
- Staff handle behaviour problems in an appropriate way with respect to the child’s understanding and maturity
- Staff ensure they are aware of problems arising from children’s special needs
- Recurring problems are tackled by explanation and discussion with all children at the Club, in order to establish an understanding of the cause and offer a solution.
- Parents/carers will be informed if behaviour problems are persistent and are making it difficult to provide a calm and safe environment for other children attending the club. In very serious cases, children may be asked to take time out from the club.
- Zero tolerance bullying, swearing, fighting therefore will be excluded from camp

The club does not:

- Send children out of the room by themselves
- Use or threaten physical punishment such as smacking or shaking
- Single out or humiliate children
- Allow adults to shout or raise their voices in a threatening way.



Policy for Use of Mobile phones and Cameras

Burgess Sports is committed to ensuring the safety of children in its care. We recognize the importance of club mobile phones for communication purposes, but are aware that casual or inappropriate use of mobile phones in the club could pose a risk to children.

Camp phone

The camp will have its own mobile phone, and its number will be given to parents/carers and others who may need to contact the club.

Staff personal mobile phones

Staff will not be permitted to use their personal mobile phones whilst working but will only use them for essential work-related communication.

Where it is essential for staff to make or receive a personal call during a session, staff should seek permission from the Manager and do this in a separate area not used by children.

Staff will not be permitted to take photographs using their phone at the club.

Photographs will only be taken by BS own camera or phone.

Children

Children are asked not to bring mobile phones into the club. If they do bring them, it will be at their own risk and they will not be permitted to use them during club hours unless given permission and supervised by a member of staff.

Photographs It is recognised that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. We will seek permission from parents/carers to take photographs of their children for this purpose, using the club's own camera.

SAFETY POLICY

The safety of children is of paramount importance at Burgess Sports. In order to ensure the safety of both children and adults, each club will adhere to the following guidelines.

Supervision

- Children are reliably and promptly signed in and out and cannot leave the premises unattended
- The ratio of adults to children under 10 is 1:10 at all times and there are at least two adults present when the club is in operation
- All children are supervised at all times and are always within sight of an adult



- Children do not have unsupervised access to kitchens, stairs, and cupboards storing hazardous materials or other hazardous areas
- Children only leave the Club with authorized adults, unless parents give permission for them to go back home by themselves.

Environment

- The premises are checked daily for any hazards and security in accordance with the National Standards
- Equipment is regularly checked for safety
- All dangerous materials, including medicines and cleaning materials, are locked away
- The premises has a fire certificate and regular inspections are recorded
- Fire extinguishers are regularly maintained and staff are trained to use them
- There is no smoking in or near any rooms used by the children
- Staff have access to a telephone

Behaviour

- Rough play that threatens the safety of children will not be allowed
- Any behaviour that threatens the safety of children will be stopped immediately

Accidents

- There is a trained first-aider present at all times
- There is a fully stocked first aid box on the premises at all times
- A book or file is kept for the reporting of any accidents/incidents – the parent or guardian is required to sign the accident book entry at the end of the session

HEALTH AND HYGIENE POLICY

Personal hygiene to prevent the spread of all infection, adults in the group will ensure that the following good practices are observed.

- Children's hands should always be washed after using the toilet and before handling food
- Paper towels are used and disposed of appropriately
- Children are encouraged to clean their noses as necessary and dispose of soiled tissues hygienically
- Hygiene rules related to bodily fluids followed with particular care and all staff are aware of how infections can be transmitted

Cleaning and Clearing

- Any spills of blood, vomit or excrement will be cleaned and flushed down the toilet.
- Rubber gloves will always be used when cleaning up bodily fluid spills.
- The area will be thoroughly disinfected and any fabrics washed in hot water.
- Spare clean clothing will be available in case of accidents
- All surfaces will be cleaned daily

Food

The club is aware of current legislation regarding food hygiene, registration and training. In particular each member of staff will

- Wash hands before handling food and after using the toilet
- Not be involved in the preparation of food if suffering from any infectious/contagious illness or skin trouble
- Never cough or sneeze over food
- Keep food covered and/or refrigerated until served

Illness

- Children cannot attend the Club if they may be infectious in any way and should make the Club aware of the infection
- Children should be kept at home for at least 24 hours after vomiting or diarrhoea has ceased The Club will notify parents of any signs of illness
- All cuts or sores on children or adults will be covered with a dressing or plaster
- Parents are welcome to discuss any health issues with staff Medication
- Where possible, the child's parent or guardian will administer medication
- Written instructions on dosage, administration and permission are needed from the parent or guardian prior to the staff administering any medication
- All medication will be clearly labelled with name, dosage and instructions on administration
- All medication will be kept in locked storage

First Aid

- First aid equipment will be available on the premises and will be kept clean at all times the kit will be checked and replenished regularly.
- Sterilised items will remain sealed until needed
- At list one qualified first-aider will be on the premises at all times

DBS DISCLOSURES

All staff must have an enhanced DBS disclosure. Any member of staff whose DBS request has been submitted but it has not come through the system can work but **MUST NOT** be left alone with any child. All staff members will be made aware of any staff who are awaiting a DBS check and who cannot be left unsupervised with children.

On a temporary basis, we will accept DBSs from other organization so long as they are under 2 years old and have no break in employment.



MEETING LEGAL REQUIREMENTS

GOVERNMENT INSPECTIONS

Burgess Sports are subject to Ofsted Inspection at registered settings. Inspections are carried out by TRIBAL on behalf of Ofsted. We do not receive notice that an Inspector is coming, so we need to be ready AT ALL TIMES for an Ofsted Inspection!

Burgess Sports falls into Voluntary Childcare Register This is for children aged 8+. There is much more flexibility on this register regarding staff qualifications, and staff ratios. Camps which run for 14 days or less in one year, or which offer not more than two types of activities (e.g. sports camps) may also be on the voluntary childcare register. Prior agreement to run these camps without registration needs to be sought from Ofsted.

GENERAL CAMP INFORMATION

GENERAL TIMINGS

Time	Activity
8:30am to 9:45am	Free Play
9:45am to 9:50am	Children are called for a second registration list
9:50am to 10:00am	Toilet and water before activities start
10:00am to 12:00pm	First Group sports activities (all sports are carried out in rotation 45-50min approx. With water and toilet breaks in between)
10:00am to 12:30pm	Second Group sports activities (all sports are carried out in rotation 45-50min approx. With water and toilet breaks in between)
12:00pm to 12:30pm	First group lunch time
12:30pm to 1:00pm	Second group lunch time
12:30pm to 2:45pm	First group sports
1:00pm to 2:45pm	Second group sports
2:45pm to 3:00pm	Medal time The whole group closing comments
3:00 pm	Children with short hours camp are allowed to go home
3:00pm to 4:30pm	Enrichment activities for extended hours
4:30pm to 5:30pm	Free play, Children must be monitored at all times

Kit and Equipment

Staff are only allowed to take out the equipment required for that activity, and once finished should be packed away safely and returned to the container in good order, it is everyone's responsibility that this happens and equipment is kept in good order.

Any breakages or faulty equipment must be reported ASAP to the manager.

Equipment must be replenished and checked at the end of each day by a member of staff.



Snack Time

Children will have 15-minute windows for snack time and this time will be organized by the manager. Children will eat the snack and will also have access to fresh water to drink. This needs to be fully supervised. Children must wash their hands before.

Expectations of Staff

You must display a professional attitude at all times and also be polite and caring to all. You will be seen as a role model for every child in our care and therefore you need to act accordingly.

No staff member can smoke or chew gum on site

Your camp manager may also require you to carry your mobile phone in case the need of communication. Your phones can only be used if your site manager calls you or if you need to talk to the manager as a matter of urgency.

You are not allowed to use your mobile phone during the camp for personal calls or chats.

Closing up of Camp:

Although we aim to keep things tidy throughout the week, the last day is a big day and cleaning will be made easier if you have all done your jobs throughout the week. On the last day there will be a focus on cleaning but at the same time children's enjoyment and well-being will not be compromised.

- All sports kit to be bagged up and counted and cleaned
- Check your kit list to see if anything is missing
- Collect all signs or banners
- Fill out the cleaning checklist and ensure all rooms are in exactly the same condition as we found them, if not cleaner!
- Record any breakages and inform site manager
- All lost property must be put in a plastic box in the storage room

Staff Feedback

A Staff Feedback sheet will be provided for all staff to fill out at the end of each week, this must be returned to the camp manager.

Planned timetable of activity

The Camp Manager will organize the timetable for the week's activities, activities can change and have to be adaptable on a daily basis. Activities last between 40-50 minutes, after which children will change activities. There is a break between activities when children can have a drink or go to the toilet. Lunch break for the children and staff is 30 min. Some member of staff will eat before and they will monitor the children who have



finished their lunch and have free time outdoors supervised for the rest of break. Multi Activity Sessions Make sure they are • Fun and Enjoyable • Structured in that there is a flow and reason for the session and safety is followed.

Organised into groups by ages • Register them and give a copy of the register to the camp manager.

Sports sessions

Should follow THE FOLLOWING STRUCTURE

- A fun Warm up
- The “activity”
- A break
- The “activity”
- A break
- The “activity”
- The lunch
- A Free play
- The “activity”
 - Join in with the kids!!
 - Let the older children take a lead if appropriate, for example refereeing
 - Let children come up with games / ideas / warm ups: - Give them some responsibility and ownership

Non Involvement of children

Children may sit out because they are “bored” or because they have been out to the side with other children. Therefore, Staff must put steps in place in order to ensure children are involved. Procedure

1. Encourage
2. Offer an Alternative
3. Deal with the situation tell them that there are lots of activities they like on “just after this one finishes”
4. Have a backup plan or an alternative session in mind
5. If all else fails let the child join another group on the advice of the senior leader. In this case registers have to be adjusted.



Closing the day

From 3:00pm you may be asked to help signing out children.

You may also be asked to organize free play activities.

Everyone must remain vigilant and you must interact with children until all parents have signed children out.

- Greet parents and ask who they are here to pick up
- Provide feedback about child's day
- Ensure children take belongings
- Report any accident/incidents to parents at pick up

LATE COLLECTIONS

If children are not collected at the close of the camp, the following procedure should be followed:

- Call parent and then other contacts if necessary
- Contact made
- 2 Staff to wait
- No contact made inform camp manager
- No arrival or no contact made inform Social Services
- Southwark LADO Eva Simock 02075250689 - 020775253297