



AKTIVA CAMPS LIMITED

POLICIES & PROCEDURES

JUNE 2008

The following document should be read carefully. It contains several policies which will help you to understand the philosophy of Aktiva Camps Limited. It also contains information (such as the managing behaviour policy) which is intended to assist you when dealing with children on the camp. This is by no means the definitive document; it does not contain all the answers and is not intended to replace the normal process of questioning which should take place on a day to day basis.



The overall objective of Aktiva Camps Limited is to provide every child with opportunities to take part in the enjoyable and stimulating activities in a caring and safe environment. This is achieved by following the aims set out below:

1. Safety

This is our number one priority. All activities must be carried out with the safety of the children in mind.

2. The Activities

It is essential that the children enjoy the activities. Some element of choice is provided to allow the children opportunities to take part in activities that appeal to them. These activities shall be presented in stimulating and enjoyable ways but at all times safety must be considered and ensured.

3. Social Interaction

The children will be involved in a variety of group situations. These groups will take the form of pairs, small groups and large teams. The children will be encouraged to interact with others in a cooperative, fair and friendly manner. The concepts of teamwork, sharing and fair play will be very important.

4. Learning

The children attend the camp primarily to enjoy themselves. However, it is important that they are taught new skills during their time with us. The staff are encouraged to combine the teaching aspect with that of enjoyment at all times.

Aktiva Camps Limited along with our great staff and professional approach will develop the constant growth of the camp into an even better format. The process of improvement is a dynamic one with evaluation of performance taking place after each and every day. As a result of this each camp will be bigger and better than the last.



STANDARD 1: SUITABLE PERSON

Nominated persons:

- Ben Douglas

Recruitment Process

- Telephone interview
- Face-to-face interview
- Successful candidates appointed
- References followed up, qualifications, police checks sought after

Job Descriptions

Camp Director (Nominated Person)

Will hold minimum of level 3 qualification with at least 2 years experience.

- Overall responsibility for the safe, smooth and efficient running of the camp
 - Parental liaison
 - Cleanliness of site
 - Security of site
 - Equipment availability
- Management responsibility for staff
 - Maintaining the motivation and moral of staff
- Responsibility for staff and pupil discipline issues

Group Leaders

Will hold minimum of level 2 qualification

- Support the camp director in the safe, smooth and efficient running of their particular group
- Responsible for allocation of staff to registration groups
- Allocation of staff to activities
- Immediate responsibility for the cleanliness, safety and suitability of their registration and activity areas
- Immediate responsibility for pupil discipline
- Allocation of pupils into different activities

Group Assistants

- Support the Group Leaders in the safe, smooth and efficient running of their particular group.
- Responsible for the setting up of activity areas and the collection of equipment
- Preparing drinks for their relevant group
- Helping to guide children and parents on arrival and departure of camp
- Assisting with activities e.g. refereeing games and partnering children.

Examples of competency based interview questions

Bring out of the interviewee how to think on their feet and how to overcome challenging situations. Working with children is not going to be the same on a day by day basis. There are constantly changing variables:



- “It is 10.00 o’clock and you have a group of 16 children on the field ready for a football session. You notice that the balls have not yet been blown up. What would you do to keep the children active, entertained and safe until this has been completed by your support staff?”
- “You mentioned that you take a particular interest in working with children in an artistic capacity. You have a group of eight children (4-5yrs). Talk me through your 45 minute session from preparation to execution? How would you ensure each child was getting a fair share of your time and that they understood what was required?”
- “You are taking a skittle ball session outside and it starts to rain. I send word out that we must all come indoors. How would you handle a situation of eight children inside but maintaining a ‘sporting’ theme?”
- “A child has suddenly become very quite and not there “usual” self. You notice that there are some unfamiliar marks appearing on the child. What steps must you take.....?”

Hierarchy / Management of staff

Each group will have a qualified Group Leader – either Teacher, NVQ Level 2, NVQ Level 3 or B-Tec in Childcare. To ensure that the minimum ratios are never broken, the necessary staff will support the group leader. Each group will have one, if not, two assistants to carry out day-to-day duties (e.g. preparation of work areas, laying out football pitches, fetching necessary equipment, helping serve drinks and looking after the general wellbeing of the children.

Staff Training

1. Administration

- 9.30-3.30
- Sign in
- Dress & appearance
- Pick up days timetable and then use half hour to check you have correct equipment for the first session and see if any potential probs. Make sure registration area safe
- Child protection
- Try to keep register in order - signing children out at the end, parent/guardians initials.

2. Practical

- Health and safety (audit, risk assessment)
- Fire drill
- Team picking
- Bullying
- Role of the assistant
- Positioning of staff
- As many children participating as possible (tournament types)



3. Staff forms

- First aid
- Suntan lotion
- EpiPen
- Asthma
- Discipline/patience (Gate duty)

Be careful with the way we speak to children. Especially when hot, end of day, end of week. Human nature to get ratty but one incident can ruin a whole summer of fun for the child.

Staff Absence

In the event a member of staff being unable to work, the following must take place:

Staff member's responsibilities

- By 8.30am on the day and every day after, the member of staff must telephone Ben Douglas or the Camp Director to inform him of their absence from that day's camp - 07702 280 802.

Aktiva Camps Limited responsibilities

- Aktiva Camps Limited has a pool of pre-registered staff who may be contacted in the event of Aktiva Camps Limited not being able to fulfil the staff/child ratios
- Aktiva Camps Limited will attempt, where possible, to over staff the camps at all times which will allow flexibility in unforeseen circumstances
- If a significant number of staff are delayed getting to camp on a particular day, e.g. tube strikes, Aktiva Camps will ask parents who can, to remain with their children until Aktiva Camps Limited is adequately staffed.
- If a significant number of staff are unable to attend camp on a particular day, Aktiva Camps Limited will contact parents and ask them to collect their children. Any children and parents arriving onto site will be informed to return home and we will contact them as soon as the site is adequately staffed.
- If a significant number of staff fall ill during the day at camp, Aktiva Camps Limited will contact parents and request that they collect their children.



STANDARD 2 ORGANISATION

Admissions, Arrival and Departure

Admissions

- On request, an application form and prospectus will be sent
- The application form must be filled out in full and returned
- Each applicant will receive a phone call, email or letter to confirm acceptance or otherwise.

Arrival

- On arrival at the site the children will be greeted by a member of staff and registered at the Main reception area
- **Please note that for the safety of all the children no cars will be allowed to park on site**
- It is the parents responsibility to inform the Camp Director if any parent, carer, grandparent etc other than those named on the booking form will be collecting the child.
- Each child will be directed to their luggage area. The children will leave their lunches, coats and any other luggage not required and will then be directed to their Working Area/Base Room.
- The children will take part in introductory activities until it is time for the first session. This will commence at 9.00am with a group registration.

Departure

- At 2.55pm the children will return to their registration groups for the last time. All the children will be ticked off before allowing any parents in to collect them.
- When the child is collected by the parent, the group leader will cross the child's name off the register, ask the parent and guardian to sign the register and will mark the back of the child's hand with that day's code letter. The staff on the gate will check all the hands on departure as a secondary precaution. If any child is found to have no mark on their hand then they will be sent back to their registration group to carry out the above procedure.
- The Camp director will ensure the person collecting the child is named collector. If this is not the case they will not allow the child to leave until a parent is contacted.



Security

Fielding Primary School is closed to the general public. It is a totally contained environment where children can play safely while continuously being monitored by staff.

At all times, a member of staff will be responsible for the security of the site. The receptionist who carries out registration at the beginning of the day will also be roaming the site to identify whether there are any unauthorised people on site.

Our Camp Directors also carry out audits of each working area; are there current dangers, has the member of staff in charge of the session noticed them and taking the appropriate action and are there any potential risks which can be prevented from occurring?

Deploying Staff

Please see the time table showing the activities during the week. We show the activities, staff member responsible for the activity and the area where the activity will take place.

Ages and abilities of children

The children at Aktiva Camps are organised into four main groups.

- 4-5 year olds (Lions)
- 6-7 year olds (Tigers)
- 8-9 year olds (Panthers)
- 10+ (Leopards)

Within these groups, children are offered a choice of activities during each session (see timetable).

Toilet Facilities

Toilet facilities are located near the indoor working areas, close to the field for boys and girls. Signs will clearly mark directions on how to find them.

Cleaning

Cleaning will take place during the day however a “big” clean will take place outside operational hours (before 9.00am and after 5.00pm)



STANDARD 3 CARE, LEARNING AND PLAY

Settling-in Policy

It is crucial that children who are attending Aktiva Camps for the first time are able to settle into the camp in a secure and comfortable manner. The approach we adopt for different age groups is outlined below:

4-5 Years (Lions)

- When the children first arrive at the school they are greeted and directed with their parents to the Main Registration Area.
- At this point the children are checked in and will be allocated to a group
- The children are now directed with their parents to the area where the 4-5 yrs are based. Here the staff introduce themselves, check the child in and encourage the children to participate in the Welcome Activity.
- Parents are welcome to stay as long as is necessary for the individual child to settle in to the new environment.
- If at any time a child is not comfortable or not happy then a member of staff will be assigned to guide the particular child and offer support
- Staff are encouraged to be warm, friendly and supportive at all times

Juniors, Seniors and 10+ Club (Tigers, Panthers and Leopards)

- On arrival at the school all the children report to the Main Registration Area at the Gates on Coombe Road where they are checked in
- The children are then directed with their parents up to their respective luggage areas where they are shown where to leave their coats and lunches etc.
- From there the Tigers are directed into the hall where they will be met and included in an Introductory Activity. The Panthers and Leopards will be shown to their base room and again will take part in an activity prior to the commencement of the day.
- At 9.55am all the children will go to their registration areas where they will be checked in again and will choose their first activities
- Any parent who wishes to stay during this process is welcome to do so.

Care Learning and Play Policy

- We will ensure that all children are well cared for and that the individual needs of each child are met.
- We will ensure that all children are kept safe at all times.



- All children will be given the opportunity to learn new skills and develop their existing skills.
- All children will also be offered the opportunity for supervised un-structured play where they can explore new skills independently or with other children.
- All children will be encouraged to play with new people and will be given the opportunity to create new friendship groups with other children attending the play scheme.
- Staff will show an interest in what all the children do and say, they will talk with and listen to children and ask questions to make the children think.
- Staff will praise and encourage children and aim to develop their self-esteem.
- Staff will help children to learn to distinguish right from wrong.
- Staff will at all times set a good example to the children.
- When planning activities staff will consider how they are developing the children's social, physical, intellectual, cultural and emotional development.

Involving and Consulting Children Policy

- We will ensure that each child feels welcome and know that their opinion is valued at their play scheme.
- The children will be consulted each time we update or renew the rules of the play scheme; each child will be given the opportunity to contribute.
- All children will be consulted on the activities planned for each day and may be asked to suggest ideas for new games or sports.
- We will offer appropriate activities for all children and ensure all children are involved in these activities



STANDARD 4 PHYSICAL ENVIRONMENT

How to make parents and children welcome

- Friendly faces on door, helping with buggies, scooters, bikes and pushchairs.
- Staff to direct people to the relevant areas
- Parents welcome to stay until child is settled in
- Parents have our telephone number and can call at any time
- If anxious, we offer to call them to reassure
- Careful splitting of age groups to minimise intimidation along with separate areas for each group for registration and breaks
- Careful planning depending on available spaces. The appropriateness of equipment e.g. Early Years in reception classrooms so they have the correct table and chair sizes.

Telephone / Communication

- The Camp Director will be issued with a mobile phone for internal communication as well as contacting parents and emergency services. We also have live access to mobile email to communicate directly with parents.
- All management, reception and security staff will also have mobile telephones. Senior members of staff are allocated a two way radio to communicate with other team members so that children are never left unattended.

Physical Environment

- We will ensure that the physical environment is kept at an appropriate temperature for the children at all times. If at any time we are unable to maintain an adequate temperature the parents will be informed.
- Each morning before the start of the camp a member of staff will complete a daily facility check to ensure the building is clean & safe for the arrival of the children.
- We will provide a secure area to store confidential information relating to the children and staff.



STANDARD 5 EQUIPMENT

- In classrooms, the tables and chairs and working areas will be the correct size for children to use without causing them harm or discomfort
- Sports Equipment appropriate sizes for the ages and stage of development of children using it.
- We will ensure equipment is kept in good condition. All equipment is checked before use. Broken equipment is thrown away or quarantined until it can be repaired.

Sports Equipment

Footballs
Basketballs
Indoor balls
Badminton/Tennis Racquets
Marker cones
Bibs
General play, hoops, bean bags, rubber rings

Art, Craft, Dance, Drama, Music

Paper
Pens
Paint brushes
Paint
Non toxic glue
Pasta shapes, beans, buttons etc
Clay for pottery
Pottery tools
Dance – sound system
Drama props – hats, coats, fancy dress etc
Musical Instruments

Other equipment

Bouncy Castle
Disco sound system + lights

Risk assessment

Upon confirmation of the exact classrooms and areas we will be allocated, we will carry out a risk assessment.

Fire Drill Procedure – Evacuation Procedure

Every Monday, or the first day of every week (if bank holiday), we will carry out a fire drill to ensure that all children and staff are aware of how to evacuate their working areas quickly and effectively. The results will be timed and placed in an area for inspection.



Group leaders will advise children who did not attend camp on the first day where to go in the event of a fire.

Insurance

Aktiva Camps Limited has insurance policies with Morton Michel Insurance for Public Liability Insurance up to £2,000,000 and Employers' Liability Insurance up to £10,000,000.

Insurance documents will be attached to the camp notice board as required.

Visitors Book

Any external visitor who wishes to visit Aktiva Camps during the operational day will be asked to sign a visitor's book prior to entering the site where they will be asked to log their arrival time and sign in. Upon leaving the site, they will be asked to log their exit time as well.



STANDARD 6 SAFETY

- There will be 6 registrations per day:
 1. Arrival onto site (Main Entrance)
 2. Before session 1
 3. Before session 2
 4. Before session 3
 5. Before session 4
 6. When being collected by parent of guardian
- Risk assessment: Upon confirmation of the exact classrooms we will be allocated, we will carry out a thorough risk assessment these will be kept onsite.
- Staff training: Aktiva Camps will hold a training session for the staff prior to operating so that every member of staff understands our policies and procedures, health and safety and familiarises themselves with the site. If a member of staff is unable to attend on this day, the Camp Director will run through the policies and procedures as part of the induction programme on their first morning of work.
- Fire drill: Every Monday, or the first day of every week (if bank holiday), we will carry out a fire drill to ensure that all children and staff are aware of how to evacuate their working areas quickly and effectively. The results will be timed and placed in an area for all to see.
- Safety Audit by Security / Camp Director: Our security people also carry out audits of each working area. Where are the current dangers, has the member of staff in charge of the session noticed them and taking the appropriate action and are there any potential risks which can be prevented from occurring
- Security: There will be security present at the entrance to the site all day. They will be responsible to check that each child has been collected as per our procedures and ensuring that no child can leave site without the correct person allocated to collect them.
- First Aid: There will always be a First Aid Officer on site with the necessary equipment to tackle accidents and injuries
- Appropriate Equipment for sports and arts & crafts, dance and drama
- Boundaries: At the beginning of each week we will explain in detail the areas that children are and are not allowed to go. This will be re-enforced throughout the operational week.
- Toileting: Children aged 4-7 years (lions and tigers) will be escorted to and from the toilets
- Group Sizes – Please see time table
- Areas – Please see time table



- Number on the card system – once the children have been split into their respective groups, the staff member in charge of the session will quickly head count the children. If a child decides to move from, e.g. Pottery to Football, the child will be escorted to the new group and each session leader will revise the numbers on their card.

Missing Child

Aktiva Camps Limited runs all activities in smaller working groups. Each group leader will be responsible for registering the children six times per day. Once a group has been dispersed to do the activity of the children's choice, the staff member responsible for the activity group will keep a record card on the number of children they have.

If a child wishes to change activities e.g. from pottery to football, then the group assistant will walk the child to the new activity. The staff member responsible for pottery will reduce their headcount record card and the staff member responsible for football will increase their headcount record card.

Fielding Primary School is an enclosed site by fencing and high, thick growth bushes. Aktiva Camps Limited have access to only one entry/exit on Coombe Road. This entrance will be covered at all times by security or a Camp Director.

- In the unlikely event of a child going missing, the member of staff who has been informed of the missing child, must inform the Group Leader and Camp Director. Adequate cover will be made for the Group Leader so that they can go to every individual group and carry out a role call.
- Security/ Camp Director will be contacted and a thorough search of the site will be carried out by staff checking all likely and unlikely areas.
- Any other groups on site will be informed.
- If it has been ascertained that the child is not on site then the Camp Director will inform the police and the child's parents respectively.

Child not collected

In the event of a child not being collected by their parent/guardian:

- The member of staff responsible must inform the Camp Director
- The Camp Director will attempt contact with the parent/guardian or other emergency contact detail on the child's registration form
- Camp Director will wait with the child for the parent/guardian to arrive.
- If after one hour the child has still not been collected and the Camp Director is unable to make contact with the parent / guardian or emergency contact. The Camp Director will contact Social Services. **Contact is through the Ealing Control Room on: Tel: (020) 8825 8000 or 5000**



Health and Safety

Please see following pages for Aktiva Camps Limited Health & Safety Document



AKTIVA CAMPS LIMITED

HEALTH AND SAFETY POLICY

1. STATEMENT OF INTENT

- 1.1 The Directors of Aktiva Camps Limited recognise that under the Health and Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards children in our care and their parents, these duties being implicit in the above Act.
- 1.2 The Directors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Directors that health and safety is a responsibility at least equal in importance to that of any other function of the organisation.
- 1.3 The Directors will take all such steps as are reasonably practicable TO ENSURE:
 - 1.3.1 the maintenance of safe and healthy working places or the protection of all employees and the children in our care
 - 1.3.2 the provision to all employees of the information, instruction, training and supervision that they require to work safely and efficiently;
 - 1.3.3 the development of safety awareness amongst all employees and pupils and, as a result of this, the creation of individual responsibility for health and safety at all levels;
 - 1.3.4 the provision of a safe environment for all visitors to the camp premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the camp environment;
 - 1.3.5 the effective control of the activity of all outside contractors when on the camp premises by the use of a safety audit conducted on a daily basis;
 - 1.3.6 that the details of this Policy are constantly reviewed and kept in line with changes in current legislation;
- 1.4 Aktiva Camps Limited recognizes under the children's act 1989 the requirement regarding fire provision and ensuring that staff and children in our care are aware of fire safety procedures.
- 1.5 Aktiva Camps Limited will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees and the children in our care whilst working and participating on a camp.



Signed: (Founder & Chief Executive)

Date:



2.0 STAFF STRUCTURE & RESPONSIBILITIES

2.1 The Directors

The Directors accept full responsibility for health and safety within Aktiva Camps Limited. They will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary. The Directors will ensure that any changes in this Policy will be drawn to the attention of all employees.

2.2 Camp Director

The Camp Director will be responsible to the Directors for the safe functioning of the Aktiva Camp site for which they are responsible. They will:

- 2.2.1 recommend changes in the Health and Safety Policy in the light of experience;
- 2.2.2 ensure the co-operation of all staff at all levels as regards working to this Policy;
- 2.2.3 be responsible for ensuring that all staff within their responsibility, fully understand their responsibilities and are given both the time and the encouragement to pursue them;

2.3 Group Leaders

The Group Leaders will be responsible to the Camp Director for the following:

- 2.3.1 for ensuring that his/her group is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the Aktiva Camps Limited;
- 2.3.4 Notify the Camp Director of any matters which they feel are beyond their competence to deal with;
- 2.3.5 they should be responsible for reporting to the Camp Director any accidents, incidents, near misses or damage for appropriate investigation;
- 2.3.6 they will be responsible for ensuring adequate onsite supervision for pupils while attending Aktiva Camps Limited;
- 2.3.7 regarding the COSHH Regulations, they will be responsible for notifying to the camp director any substances that constitute a hazard;
- 2.3.8 they will be responsible for ensuring that the staff, for whom they are responsible, cooperate fully with any fire practices and other emergencies as required;



2.4 Employees

- 2.4.1 The employees of Aktiva Camps Limited must take reasonable care as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties under Sections 7 and 8 of the Health and Safety at Work etc Act 1974 and also under the specific Codes of Regulations.
- 2.4.2 They must wear and use all Personal Protective Equipment and safety devices that are provided by the management for their protection and co-operate fully with the management when the latter are pursuing their responsibilities under the above Act.
- 2.4.3 They must report all accidents, incidents and damage to their immediate superior.



3. LOCAL RULES AND ARRANGEMENTS

It is Aktiva Camps Limited's intention that in this part of the Policy, which will be constantly enlarged, specific standards and arrangements will be established to cover specific risks and these standards will be constantly monitored.

Local Rules have been prepared and are contained in the following sub-sections:-

- 3.1 Fire Evacuation Policy
- 3.2 First Aid
- 3.3 COSHH Regulations
- 3.4 Accident Reporting
- 3.5 Manual Handling & Personal Protective Equipment
- 3.6 Training

3.1 Fire Evacuation Policy

- 3.1.1 This policy is a 'serious and imminent danger procedure' under the Management of Health and Safety at Work Regulations 1999.
- 3.1.2 Once in every week, preferably within the first day, all sections of the Fielding School being used by Aktiva Camps Limited will hold a fire drill, the timing of which will be known only to selected staff. The Directors and Camp Director will have the power to exempt certain staff from the drill.
- 3.1.3 If a section of the Aktiva Camp premises is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings, the drill will be considered inadequate and a further practice will be held until the satisfactory standard is achieved.
- 3.1.4 A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to members of Aktiva Camps Limited Staff and parents.
- 3.1.5 The warning, in case of fire, shall be given by a siren or bell which is not used for other purposes and can easily be recognised by staff and pupils and will be heard clearly in all parts of that building.
- 3.1.6 Any person discovering a fire should immediately raise the alarm so that relevant evacuation procedures of the building(s) concerned may commence. Upon hearing the alarm, nominated staff will summon the Fire Brigade, inform the Camp Director and Chief Executive and undertake whatever duties are specified in these Regulations.
- 3.1.7 Staff are considered to be competent to implement evacuation procedures. All staff in charge of an activity will therefore be responsible for seeing that the whole group is evacuated safely along the designated evacuation route to the defined roll call area which is the Field. In the event of an actual fire, any subsequent movement will be decided by the Camp Director and Chief Executive.



- 3.1.8 If the alarm sounds during an activity, staff teaching at the time should have their group registers current to that day, with them so that they can call the roll.
 - 3.1.9 The person responsible for informing the Fire Brigade will be the Security Officer or Camp Director on duty at the time.
 - 3.3.10 If the alarm sounds during break, the Group Leaders will take all their registers and the Camp Director take theirs to the field, so that Group Leaders may collect them and call the roll. All attempts should be made to establish the whereabouts of all pupils and staff.
 - 3.1.11 Directions for the evacuation of pupils and others (including notes for staff guidance) will be displayed in a prominent place the activity areas and on the Aktiva Camps Limited notice board.
 - 3.1.12 Arrangements will be made locally for all appliances using gas and electricity to be switched off
 - 3.1.13 Exit doors leading from School buildings should never, under any circumstances, be locked or obstructed during School hours.
 - 3.1.14 The Camp Director and Chief Executive should ensure that no unauthorised persons re-enter the building, under any circumstances, during a fire practice or actual fire emergency.
- 3.2 First Aid**
- 3.2.1 The appointed First Aider for Aktiva Camps Limited is Ben Douglas.
 - 3.2.2 First Aid Boxes are stored and maintained in the medical tent (Field):
 - 3.2.3 The person responsible for ensuring that First Aid Boxes meet laid down statutory requirements is Ben Douglas
 - 3.2.4 All First Aid Boxes will be checked against a stock list every week and restocked as necessary.



3.3 COSHH Regulations

- 3.3.1 Aktiva Camps Limited will take all necessary steps to comply with the above Regulations.
- 3.3.2 It is recognised that substances to which the Regulations apply will be used in the teaching of art & craft and pottery as well as maintenance such as domestic cleaning staff.
- 3.3.3 Aktiva Camps Limited will establish and keep a folder in which will be listed the Data Sheets for each substance brought into the camp, together with a written Assessment, where necessary, of the exposure of all persons who may use or be exposed to these substances.
- 3.3.4 Aktiva Camps Limited will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.
- 3.3.5 Aktiva Camps Limited will undertake the appropriate statutory examinations of all engineering controls that are required by the Regulations.

3.4 Accident Reporting

- 3.4.1 All accidents should be reported to the First Aid Officer who will be responsible for passing on details to the Group Leaders, Camp Director or Director
- 3.4.2 Aktiva Camps will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 1995.
- 3.4.3 Whenever any of the following events occur, it must be reported to the Camp Director:
 - (a) The death of any person as a result of an accident arising out of or in connection with work;
 - (b) Any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:
 - i) Fracture of the skull, spine or pelvis;
 - ii) Fracture of any bone in the arm or wrist but not a bone in the hand, or in the leg or ankle but not a bone in the foot;
 - iii) Amputation of a hand or foot, finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
 - iv) Loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye;
 - v) Either injury (including burns) requiring immediate medical treatment or the loss of consciousness resulting in either case from electric shock from any electrical circuit or equipment, whether or not due to direct contact;
 - vi) Loss of consciousness resulting from lack of oxygen;
 - vii) Decompression sickness requiring immediate medical treatment;



- viii) Either acute illness requiring treatment or loss of consciousness resulting in either case from absorption of any substance by inhalation, ingestion or through the skin;
 - ix) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected materials;
 - x) Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.
- (c) Any of the dangerous occurrences as listed in the Appendix to Health and Safety Executive Leaflet HSE11(Rev).
- (d) The person at work is incapacitated for his or her normal work for more than three days as a result of an injury ("over three day" injury) caused by an accident at work;
- (e) The death of an employee if this occurs from time after reportable injury which lead to that employee's death, but not more than one year afterwards.
- 3.4.4 In the case of a death, specified major injury or condition, or a dangerous occurrence, the Health & Safety Executive must be notified immediately e.g. by telephone and this must be followed up within seven days by a written report to the Health and Safety Executive on Form F2508 (F2508B in the case of dangerous occurrence).
- 3.4.5 In the case of over three day injury to a person at work, a written report must be sent to the Health and Safety Executive within seven days of the accident on Form F2508.
- 3.4.6 Aktiva Camps Limited will keep records of all reportable injuries and dangerous occurrence containing the date and time of the accident causing the injury or the dangerous occurrence; and the following particulars about the person affected: full name, occupation, nature of injury or condition, place where the accident or dangerous occurrence happened and a brief description of the circumstances. Aktiva Camps Limited will keep a photocopy of each completed Form F2508 in a file in order to fulfill this requirement.
- 3.4.7 Maintenance of adequate accident records and the reporting of those necessary to the Health and Safety Executive will be the responsibility of the First Aid Officer and Chief Executive respectively.
- 3.4.8 Aktiva Camps Limited will arrange for all accidents and "near misses" to be investigated to determine the need for any remedial action. The person responsible for deciding who shall carry out the investigation is the Camp Director or Chief Executive.
- 3.4.9 Where appropriate, a copy of the report will be made available for discussion at the next Director's meeting



3.5 Manual Handling and Personal Protective Equipment

3.5.1 It is the policy of Aktiva Camps Limited to comply with the Manual Handling Operations Regulations 1992 utilising the guidance given in L23.

3.5.2 In particular, Aktiva Camps Limited will:-

- i) avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
- ii) where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out. The person(s) responsible for carrying out these assessments is Ben Douglas
- iii) take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and provide employees with general indications on the weights of loads.

3.5.3 It is the policy of Aktiva Camps Limited to comply with Personal Protective Equipment at Work Regulations 1992 based on the guidance in Booklet L25.

3.5.4 Aktiva Camps Limited recognises that Personal Protective Equipment is a last resort and that wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk, then suitable Personal Protective Equipment will be provided to employees.

3.5.5 Where it is determined that Personal Protective Equipment is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.

3.5.6 All Personal Protective Equipment will be maintained and accommodation provided for it when it is not in use.

3.5.7 Employees will be informed, instructed and trained on the risks which the Personal protective Equipment will avoid, or limit; the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.

3.5.8 A record will be kept of all Personal Protective Equipment which is issued using the attached format.

3.5.9 The person nominated to co-ordinate the above on behalf of Aktiva Camps Limited is the Director.

Name of Organisation		
Issue of Personal Protective Equipment		
Name of Employee		
Department / Job		
National Insurance No / Date of issue		
PPE Specification		



Eye Protection	
Hearing Protection	
Safety Shoes	
Helmets	
Respirators	
West weather equipment	
Other (specify)	

HEALTH AND SAFETY AT WORK ETC ACT 1974

I have a duty to take reasonable care for the health and safety of myself and any other persons who may be affected by my acts or omissions. I have a duty to co-operate with my employer to enable him to fulfil his legal duties.

I must not intentionally or recklessly interfere with or misuse anything provided for our health, safety and welfare.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

I understand that when provided with any Personal Protective Equipment, eg Respirators, Gloves, to reduce my exposure to a substance and act as a Control Measure; that I have a duty to wear it/use it correctly and promptly report any defects.

THE NOISE AT WORK REGULATIONS 1989

I understand that I have a duty to fully and properly use the ear protection provided for me by my employer when working on jobs with noise levels above 90 dB(A) and to report any defects back to him.

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

I understand that when provided with any Personal Protective Equipment I have a duty to use it in accordance with any training and instructions, take all reasonable steps to ensure it is returned to accommodation provided for it after use, and report any loss or obvious defects to my employer.



.....
PERSONAL UNDERTAKING

I have read the above and understand my duties as regards the wearing of the equipment issued to me. I know where to obtain replacements if the equipment is lost or damaged.

SIGNED

DATE



3.6 Training

- 3.6.1 Aktiva Camps Limited will comply with the Health and Safety at Work Etc Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training.
- 3.6.2 Before entrusting any task to an employee, Aktiva Camps Limited will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.
- 3.6.3 Aktiva Camps Limited will provide employees with health and safety training:-
- a) on recruitment. This induction training will give general health and safety training on the risks associated with the Aktiva Camps' undertaking, including arrangements for first aid, fire and evacuation;
 - b) or their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;
 - c) periodically as refresher training, as appropriate.
- 3.6.4 Records will be maintained of all training that has been given. The person responsible for co-ordination of training on the behalf of Aktiva Camps Limited is the Director.



STANDARD 7 HEALTH

Steps to ensure good standards of hygiene

- We will provide soap by the sinks in the toilet areas and the hand dryers will be checked regularly to ensure they are in good working order.
- Children will be reminded to flush the toilets and wash their hands.
- Toilets will be checked regularly.
- Rubbish bins will be emptied regularly.
- If a child soils or wets their clothes they will be changed into some spare clothes and the wet / soiled clothes put into a plastic bag which will be sealed and sent home with the child.
- Children will be reminded by staff to wash their hands before all drink, snack and lunch breaks.
- Children will wash their hands after any sessions that have taken place outside.
- Parents will provide packed lunch
- Packed lunches will be stored in cool areas if possible
- Flyers will be included with guidance for preparation & storage of lunches
- Plastic cups, used for drinks during break times will be disposed of.
- Toilet cleaning will happen daily as part of a routine and will be part of our audit check route. If necessary, they will be cleaned when appropriate.
- The kitchen and dining area will be cleaned regularly and before each lunch break.
- High factor sunscreen will be provided to every child to ensure that they are not playing in a harmful environment outside. All areas of shade will be utilized whenever appropriate.

Policies/Procedures in place:

- Health & Safety policy for reference
- Staff training
- Offer shaded outdoor working areas to children
- First aid Officer on site

Procedure to deal with sick and injured children

- TLC
- Reassurance – “you’re ok”



- Treat any injuries/accidents/sickness
- Contact parents if necessary
- All actions to be recorded and signed by staff and parents (see Accident Book)

Accidents & Emergencies

Accidents

1. The nominated first aid officer should be contacted immediately if a child is injured. The first aid officer will be based at the First Aid Station.
2. The first aid officer will assess the situation and decide on its severity. If the injury can be dealt with using water or ice and attention, then the first aid officer will do this.
3. If not, the child will be taken to hospital or a doctor or ambulance summoned. The parents will be contacted immediately. In the event of a parent not being contactable, the child would be taken to hospital, if necessary anyway, with two members of staff, and further attempts to contact a parent made. Sometimes it is appropriate, on contacting the guardian, for them to collect the child to take to hospital themselves.
4. Any accident, however minor, is to be recorded in the accident book and parent asked to sign this at the earliest appropriate moment.
5. All head injuries and more serious injuries will be reported to the parent / carer or emergency contact by telephone as soon as possible and staff will discuss with the parent whether or not they are needed to collect their child or whether staff will continue to monitor the child.

Emergencies

1. In the event of emergencies arising during the week, which may mean a facility being closed (e.g. burst water pipe in the toilet), then arrangements will be made to use other areas of the school site.
2. If a major catastrophe were to occur, preventing the camp from operating, the parents would be informed on arrival for registration.
3. If it became necessary to close the camp during an operating day, parents would be contacted via their emergency contact numbers which we would keep on file.

Ben Douglas trading as Aktiva Camps Limited recognises that under the health and Safety at Work Act 1974 that we have a duty to ensure, so far as is reasonably practicable the health, safety and welfare of all our employees and certain duties towards the children who attend Aktiva Camps.

We accept these duties and promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, regulations made under that Act



and Approved codes of Practice. We recognise fully the importance of health and safety. We will take all such steps as is reasonably practicable to:

- Maintain safe and healthy working places and systems of work and to protect employees and children.
- Provide employees and children with the information, training and supervision that they require to work safely and efficiently at Aktiva Camps Limited
- To develop safety awareness amongst all employees and children and as a result of this create individual responsibility for health and safety at all levels

We will review the health and safety implications of our site and the activities on offer in line with any changes that are made to current legislation.

A risk assessment will be carried out for any activities offered to children.

All employees will be familiar with the fire evacuation procedures followed by Fielding Primary School and Fire Drills will be carried out.

Medication

- Aktiva Camps will only administer medication prescribed by a doctor. Aktiva Camps will not administer any over the counter treatments to children.
- Only with the written consent of a parent or guardian will Aktiva Camps Limited administer medication to a child.
- Aktiva Camps Limited will not take responsibility in collecting medication from a chemist or GP.
- The parent or guardian of the child in concern must bring the medication with them to camp.
- A medicine log sheet must be filled out with the parent or guardian giving consent to Aktiva Camps Limited to administer medication to the child concerned.

Smoking

- The site is a non smoking site and staff and parents will not be allowed to smoke
- None smoking signs will be displayed at all entrances.

Drugs and Alcohol

- If a member of staff arrives at camp visibly under the influence of drugs and/or alcohol then they will be sent home and another member of staff contacted to replace them. The camp director will step into ensure ratios are maintained until extra staff members arrives.
- No alcohol or drugs will be allowed on the premises. If Alcohol is found on site then it will be disposed of immediately by the camp director. If drugs are found on the property then they will be reported to the relevant authority.



STANDARD 8 – FOOD AND DRINK

Aktiva will provide drinks and snacks to children during their breaks. We will provide children with orange, lemon and black current squash along with crisps.

- Parents will provide packed lunch
- Packed lunches will be stored in cool areas if possible
- Flyers will be included with guidance for preparation & storage of lunches expand on this and include guidance
- Plastic cups, used for drinks during break times will be disposed of.
- Promote healthy eating



STANDARD 9 EQUAL OPPORTUNITIES

Equal Opportunities Policy

We, the Staff at Aktiva Camps, believe that every child has an equal right to attend Aktiva Camps should they and their Parents wish them to do so and if the appropriate fee has been paid.

We do not discriminate in any way. We will try to accommodate any child within the limitations that the layout of the site and the expertise of the staff will allow. It may not be possible to cater for children with certain disabilities if the staff members have not had sufficient experience working with these disabilities we will discuss every case individually.

Aktiva Camps Limited is an equal opportunities employer. We do not discriminate and would be happy to employ any person with the necessary qualifications, a processed police check certificate and an aptitude for working with children.

Aktiva Camps is open to all, however we do realise this is not always the case because we are a private venture and money can be a restricting factor. We will work with parents on lower incomes to support the attain their child support benefits.

Parents will be directed to the Children's Information Service on 020 8825 5588 for information on Tax credits and childcare vouchers.

The camps are run on ground floor level for easy wheel chair access

We are already working with children with disabilities and parents on income support but parents must send their children to an Ofsted registered play scheme to be able to qualify for tax credits.

Aktiva offers a range of activities available including traditionally boys & girls sports. All pupils are encouraged to try them all. With the staff's background working in co-educational schools and providing co-ed lessons including sport!

One technique for inclusion in sport is, for example, make a girl the captain in football. It will encourage her, give her more self esteem where she can relay this onto other girls she meets on the camp.



STANDARD 10 – SPECIAL NEEDS

At Aktiva we believe all children have the right to access an out of school play environment. We aim to welcome all children into an inclusive environment.

The staff of Aktiva Camps Limited will work with parents to assess the requirements of their children with special needs to allow them to enjoy Aktiva Camps in a safe, fun and friendly environment.

Aktiva Camps Limited will achieve this by:

- evaluating the requirements of special needs children in dialogue with their parents on an individual basis
- evaluating the ability of Aktiva Camps to provide the necessary child care in a safe, fun and friendly environment through:
 - appropriate staff qualifications and experience
 - appropriate facilities for special needs
 - appropriate equipment to carry out specific activities
- liaising with relevant organisations to identify the abilities of Aktiva Camps Limited and how to develop activities and facilities to provide a more suitable activity day. Aktiva may receive support from the London Borough of Ealing out of school SENCO.

Our special needs co-ordinator is Fran Regan.....



STANDARD 11 BEHAVRIOUR

Managing Behaviour

If you find the behaviour of any child on the camp to be unacceptable or inappropriate then follow the procedure set out below.

Some examples of behaviour which could be considered to be unacceptable or inappropriate are:

- a) Violent behaviour or bullying to other children or staff
- b) Verbal abuse or verbal bullying to other children or staff
- c) Disruptive behaviour
- d) Any behaviour which you feel compromises the safety or enjoyment of other members of the group

Procedure

- If you find a child's behaviour to be unacceptable in any of the above or indeed any other way then the first step is to point this out to the child concerned in a civil manner. Do not lose your temper!
- If the child does not respond to this first step and the unacceptable behaviour continues then the next step is to inform your section leader.
- The section leader will then talk to the child to see if they can resolve the problem.
- If the incident involves two parties i.e. an aggressor and a victim or two aggressors then it is important that both parties are present during the conversation where appropriate.
- If the problem cannot be resolved by the section leader then the matter should be referred to the camp director. At this point the director can contact the parents if this is felt to be appropriate. If necessary a meeting with the child, the staff and the parents will take place.
- If this procedure fails to achieve the desired effect then the parents at this stage may be asked to take the child away.
- This final course of action will be logged.

Other techniques we use are:

- Camper of the week! – a good negotiating tool in managing behaviour. At Aktiva Camps we hold a presentation at the end of the week where every child will go home with a prize (e.g. a T-shirt). An additional prize "Camper of the Week" will be awarded to one or two children for their exceptional contribution to camp (not necessarily the best) e.g. trying all the activities, helping others, being well behaved, will to learn new things.



- Aktiva encourages its staff to reinforce positive behaviour. Commenting on the side of an activity that a child is doing well so that others can hear.
- All staff are asked to tackle negative behaviour early as it does not go away if ignored.

Bullying

At Aktiva we believe that all children have a right to enjoy their time at our Camp within a safe, supportive and caring environment. In order to achieve this goal children, staff and parents / carers need to have an understanding of the kinds of behaviours which constitute bullying, and an awareness of the possible effects and consequences of these. Through on-going monitoring and review, issues of bullying will be effectively addressed and incidences will be minimised.

WHAT IS BULLYING?

Bullying is a common problem. Of the many definitions of bullying, most consider it to have five identifying features:

- It is deliberate, hurtful behaviour, which causes the victim to suffer.
- It is often repeated over a period of time.
- It is often difficult for those being bullied to defend themselves.
- It is difficult for those who bully to learn new social behaviours.
- The bully has, and exercises, power over the victim.



STANDARD 12 WORKING IN PARTNERSHIP WITH PARENTS AND CARERS

- All policies and procedures will be kept in a file on site. Parents and carers are welcome to see the policies and procedures at any time.
- We will endeavour to look after children according to their parent's wishes.
- Children and parent's information will be kept confidential.
- Ben Douglas totally available to answer questions, queries and concerns.
- Camp Director available to answer questions, queries and concerns
- Working with parents to settle their children as easily as possible
- Allowing parents to remain with their children as long as necessary to assist in settling in their children
- We will ask parents / carers for feedback on the camp.

Procedure in case of complaint

Parents

If any parent is concerned about the behaviour of any child on the camp then they should contact the member of staff registering their child. This member of staff will investigate the complaint and take appropriate action. If necessary the member of staff will contact the Camp Director to deal with the complaint. The member of staff dealing with the complaint will inform the complainant as to the outcome of the investigation.

If a parent or child has any complaint about the service that we offer or about any member of staff then this complaint should be made to the Camp Director or directly to Ben Douglas on: 020 8878 0100 immediately.

Any complaint will be thoroughly investigated and the appropriate action will be taken. The complainant will be informed as to the outcome.

If any parent wishes to complain to the OFSTED Inspection Unit about any aspect of Aktiva Camps Limited then the address is:

OFSTED Early Years
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA



Telephone: 0845 601 4771

Staff

If any member of staff has a complaint about any aspect of Aktiva Camps Limited then they should inform the Camp Director of their concerns. The Camp Director will investigate the complaint and inform the complainant as to the outcome. If necessary the complainant can go straight to Ben Douglas to register the complaint. They will investigate and report back.

If any member of staff wishes to complain to the OFSTED Inspection Unit about any aspect of Aktiva Camps Limited then the address to write to is:

OFSTED Early Years
Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA

Telephone: 08456 40 40 40



STANDARD 13 CHILD PROTECTION

Guidance on child protection

Obviously we expect all children attending Aktiva Camps to enjoy their activities and build good short-term relationships with members of staff. In order to safeguard the children's rights and those of staff, here are a few guidelines regarding interaction between staff and children:-

- Members of staff are asked to ensure that under no circumstances are they alone in an enclosed room with a child. This is particularly relevant at Fielding School site when administering first aid in the medical room. Ensure the door is wedged open.
- Please do not invite any child into intimacy e.g. suggest they sit on you knee.
- Avoid physical contact wherever possible, even if you are trying to comfort a child. Words will usually suffice.

As someone who works with children under eight, you can play a crucial role in child protection. You may be the only person outside of a family who sees a child regularly, and your very regular contact means that you are in a position to be aware of changes in health and behaviour.

What is child abuse?

Physical Abuse

Physical injury to a child such as hitting, shaking, squeezing, burning, biting or poisoning a child

Neglect

Severe and persistent neglect of a child, such as depriving him or her of food, clothing, warmth and medical care.

Sexual Abuse

Involving boys and girls in sexual activities they do not understand and to which they are unable to give informed consent.

Emotional Abuse

Persistent or severe emotional ill treatment, such as threats, taunts, rejection, scapegoating or verbal attacks, which can severely damage behaviour and emotional development.

Signs of Abuse

Listed below are signs that may lead you to be concerned about a child and suspect that a child is being abused. However, it is important not to jump to conclusions too quickly, as there could be reasonable explanations for all of them:

Bruising, cuts or burns



All children get bruises or injuries in the course of normal play, however, if you notice bruising on cheeks, earlobes, upper arms, chest, stomach or buttocks, this may suggest that the child has been gripped or slapped.

Burns that cannot be explained may also be suspicious, in particular cigarette burns, which have a typical circular appearance.

Behaviour Changes

A sudden behaviour change may be a concern. A child may become very aggressive or very quiet or detached. When a child is being sexually abused they may behave in a sexually explicit way and show the sexual awareness of a much older child. However, don't always assume that sexual behaviour is unnatural.

Physical Changes

A child may start wetting, or getting pains with no medical reason, or get constipated. These changes may be for a number of reasons, but parents should be encouraged to get medical attention.

General Appearance

A child who is neglected may seem very ill kept with inappropriate clothes, or may be grubby or smelly. But remember that apparently well cared for children can also be victims of abuse.

Growth and Development

Children who are deprived emotionally often 'fail to thrive' – that is they may seem under nourished, and be small in height or weight. If you have concern about such a child, talk to a health visitor, there may be an obvious explanation.

Child Protection

If any day care provider has a concern that a child within their care may be suffering abuse, they should take the following action:-

1. First note down clearly, factually and date anything which concerns you.
2. Refer to Ben Douglas as soon as possible
3. If necessary, Ben Douglas will contact the appropriate Duty Officer at the Social Services Area Team
4. The Duty Social Worker will discuss with him the concern you feel, and help decide what the most appropriate action to take would be
5. If child protection procedures are thought to be necessary, you may be invited to attend a case conference, where you can report on your observations to other agencies concerned with the protection of the child.

Allegations against a member of Staff

If a parent feels that their child has been inappropriately touched/spoken to by a member of staff, the parent can verbally notify the Camp Director or Ben Douglas. Aktiva



Camps Limited will request that the parent in question communicates the allegation in writing to the Directors of Aktiva Camps Limited.

Aktiva Camps Limited will then request a written statement from the member of staff in question and appropriate action will be taken. Upon collation of all written evidence, Aktiva Camps Limited will forward the information to Ofsted and/or the authorities.

ADVISE YOUR REGISTRATION AND INSPECTION OFFICE OF THE SITUATION

YOUR CONCERN MUST ALWAYS BE IN THE HEALTH AND SAFETY OF THE CHILDREN IN YOUR CARE. NEVER HESITATE TO SPEAK TO BEN WHEN YOU HAVE A CUASE FOR CONCERN. IT IS BETTER TO USE THE DUTY SOCIAL WORKERS TIME THAN TO RISK A CHILD BEING HARMED

This policy will be used in conjunction with Ealing Councils Yellow Child Protection book.



STANDARD 14 DOCUMENTATION

To achieve successful camp, good organisation and information management is required using the following documentation:

- Accident report
- Lunch box guidance
- Booking form
- Brochure
- Medicine log
- Visitors book
- Registers
- Safety audits

All information gathered will be kept for a minimum of three years. All the information will be made available to the Ofsted Inspection Team.

All records relating to the Camp will be kept on site where they can be easily accessed but not by unauthorised people. Confidential information will be kept securely.

According to the requirements in the Children Act we will keep the following records:

- The name, home address and date of birth of each child on the premises.
- The name, home address & telephone numbers of the parent / carer.
- The name, home address, and telephone number of the registered person and all other members of staff on the premises.
- A daily record of the names of the children looked after on the premises, their hours of attendance and the names of the staff that looked after them.
- A record of accidents and incidents occurring on the premises.
- A record of any medicine administered including the name of the child, the date & time it was administered, by whom it was administered and the parents consent.



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