ST. JOHN'S WALHAM GREEN
CE PRIMARY SCHOOL

Golden Eagle Holiday Camp

LAST REVIEWED: November 2026

Governor Ratification: Not required
Date of next review: September 27

EQUAL OPPORTUNITIES STATEMENT

St. John's School is committed to the principle of equal opportunity for all pupils, staff and members of our school community, irrespective of race, religion/belief, gender, disability, sexual orientation, gender reassignment, pregnancy/maternity and marriage/civil partnership. We believe that equal opportunity is at the heart of good educational practice and challenge any form of discrimination. All staff and governors are responsible for ensuring that we implement this policy.

PURPOSE

Golden Eagle Holiday Camp ("the Camp") provides safe, enriching, school led holiday activities for St. John's pupils during half terms. School pupils (Nursery–Year 6). We will:

- Safeguard and promote the welfare of every child, applying Keeping Children Safe in Education (KCSIE) and school safeguarding policies.
- Meet health & safety duties, using DfE health & safety advice for schools and relevant HSE guidance.
- Follow applicable childcare registration and EYFS requirements where relevant.

Scope & Eligibility

- **Eligibility:** Current St. John's pupils only (Nursery–Year 6).
- **Operating periods & hours:** Half term dates published each term; daily hours (e.g. 8:00 – 18:00). Short day: 09:00 – 15:00 or Extended day: 08:00 – 18:00.
- **Venue:** School site
- **Activities:** Mix of sports, trips, arts/crafts, performing arts, study support, language/culture, outdoor play, age appropriate and risk assessed.

Safer Recruitment, Vetting & Training

- **Recruitment:** All Camp staff (including temp/volunteers) recruited under the school's Safer Recruitment policy consistent with KCSIE**.** Enhanced DBS checks (and barred list where in

regulated activity), identity/right to work, references, and (where relevant) overseas checks are completed and recorded on the Single Central Record.
- **Induction & training:** Staff receive induction covering safeguarding, code of conduct, whistleblowing, first aid, medical needs, behaviour, SEND, data protection, and emergency procedures. KCSIE emphasises whole staff safeguarding knowledge and DSL arrangements.
- **Ongoing checks:** Agency/supply confirmations of required checks are obtained in writing before deployment.

Staffing, Ratios & Supervision

- The Camp risk assesses and sets sufficient adult to child ratios reflecting activity types, ages, needs, and space.
- For Nursery/Reception age children (EYFS), EYFS staffing/paediatric first aid requirements apply.
- For before/after-school or holiday provision for children normally in Reception or older, providers must have staff "sufficient as for a class of 30", determining numbers based on activity risk and children's needs; lone working requires specific risk controls.

Safeguarding & Child Protection

- We follow the school's Safeguarding/Child Protection Policy and KCSIE. All staff know how to recognise concerns, report to the DSL immediately, record securely, and liaise with external agencies where necessary.
- Allegations against staff/volunteers are managed per KCSIE.
- Photography/recordings: Only with prior parental consent and per data protection policy.

- Children must be fully toilet trained before attending, as we do not have facilities or staff provisions to support toileting needs.

First Aid & Medical Needs

- The Camp maintains adequate first aid provision following DfE First Aid in Schools and HSE regulations. A first aid needs assessment determines trained personnel, kits, and arrangements.
- Where EYFS children attend (Nursery/Reception), at least one holder of a current Paediatric First Aid (12-hr) certificate is on site at all times and on any outings.
- We follow DfE statutory guidance Supporting pupils with medical conditions: care plans, parental consent, safe storage/administration/recording of medicines, training for any specific procedures, and emergency escalation.
- The information we use from Arbor is provided by parents for medical needs, allergies and dietary.

Health & Safety, Risk Assessment & Emergencies

- Risk management: We conduct written risk assessments for the setting and each activity, including lone working controls, supervision arrangements, toilets/changing, outdoor areas, weather/heat, trips within local area, fire safety, and contractors/visitors.
- Educational visits (local walks/onsite outdoor areas): Apply national DfE/HSE/OEAP guidance proportionately.
- Accidents & incidents: Recorded and reviewed; RIDDOR reporting applied where required.

- Emergency plan: Includes lockdown, evacuation, first aid response, contacting parents, and critical incident escalation.

Ofsted Registration & Regulatory Position

- The Camp is run directly by the school for its own pupils on the school site. Whether separate Ofsted registration is required depends on ages, hours, days per year, and nature of provision (e.g., activity based exemptions; under 8s cared for >2 hours per day usually require registration unless an exemption applies). Leaders will review status each half term and document the rationale with reference to Ofsted's guidance.
- Where EYFS (Nursery/Reception age) children attend, we follow the EYFS statutory framework for group and school based providers (safeguarding/welfare, PFA, ratios, risk).

Food & Allergies

- Parents provide up to date allergy/medical information; staff are trained in allergen awareness, reading labels, cross contamination controls, and emergency response (e.g., use of AAIs).
- The information we use from Arbor is provided by parents for medical needs, allergies and dietary.

Inclusion, SEND & Reasonable Adjustments

- The Camp is inclusive. We will plan reasonable adjustments and additional support for pupils with SEND/medical needs, following discussions with our SENCO. This is consistent with DfE medical needs guidance and school equality duties.

Behaviour, Positive Relationships & Exclusions

- We use the school's Behaviour Policy and restorative approaches.
- For serious/persistent unsafe behaviour, the Camp leader may suspend attendance for the safety of all; parents will be informed with reasons and next steps.

Bookings, Fees & Cancellations

- Bookings: Via Arbor.
- Fees & refunds: Published each term.
- Cancellations: By the school (e.g. extreme weather/closures) result in refunds/credits; parental cancellations follow the published deadlines.

Arrival, Collection & Missing Child

- Registration: Children signed in/out; approved collectors only; late collection procedure and charges may apply.
- Missing child: Immediate search of site, alert DSL, inform parents/police per safeguarding procedures.

Data Protection & Record Keeping

- We collect only necessary data, store it securely, and retain per the school's Data Protection Policy and Record Retention schedule; medical records/accident logs kept as required by law.

Complaints

- Complaints follow the school's Complaints Policy**.** Safeguarding allegations follow KCSIE processes.

Operating Procedures (Staff Handbook Summary)

Daily Opening Checks

1. Unlock and check all areas; hazards removed; first aid kits stocked; AAIs/inhalers readily accessible.
2. Review staffing vs. bookings; allocate groups and ratios based on risk and ages.
3. Briefing: timetable, activity risks, allergy alerts/medical plans, safeguarding reminders, toilet/changing supervision, pickups.

Registration & Supervision

- Sign in: Confirm contacts, medical updates, collector details.
- Toilets/changing: Supervise corridors/entrances; maintain dignity and safeguarding.
- Dynamic risk assessment across the day; adapt ratios for higher risk activities.

Medicines & First Aid

- Administer medicines only with written parental consent and per individual healthcare plans; record every dose. Store securely yet accessible (e.g., AAIs).
- Incident response: Provide first aid; contact parents; complete accident form; consider RIDDOR thresholds.

Food & Allergens

- If PPDS items are provided, ensure fully labelled with allergens highlighted; otherwise provide clear allergen information and retain supplier labels.
- Segregate known allergens; clean surfaces; handwashing protocols.

Safeguarding Actions

- Any concern → inform DSL immediately, record in school system the same day; follow KCSIE thresholds.
- Allegations about adults → Headteacher/DSL and LADO route as per policy.

Dismissal & Late Collection

- Verify identity of collectors; follow late collection procedure after 1 minute (attempt contacts; safe waiting area; escalation to DSL if necessary).

End of Day Close Down

- Headcount; premises check; secure storage of records/medicines; replenish first aid; debrief on incidents/near misses.