

Below are policies that come into effect during any holiday/sports clubs/event. For all HSLC policies visit <https://www.hslc.co.uk/>

CLUBS AND ACTIVITIES RAN BY HSLC

Health and Safety.

Clubs need to take place in a suitable setting. Staff are required to check facility before participants arrive.

A fire safety and evacuation plan is required and understood by our staff. This can be found at <https://www.hslc.co.uk/index.php/about/policies>

All staff are required to be first aid trained with access to a first aid kit. Qualification will be recorded and shared between the line manager, Human resources and Safeguarding team.

All staff must read the schools child protection and fire safety and evacuation policies which can be found on the HSLC website.

Parents and carers are required to complete our student medical form prior to their child's first session. Knowledge of any medical concerns or allergies are required.

For any clubs for children HSLC require a collection password from the parent/carer which is given when booking on their child on the website. Staff will not allow children to leave if the adult collecting does not have this information. Each child is required to have more than one emergency contact.

Two members of staff are required to stay until every child had been collected. Late collection of a child may lead to a £15 charge to be paid to HSLC.

Staff Behaviour policy:

See <https://www.hslc.co.uk/index.php/about/policies>

All staff to have HSLC ID card on display whilst at work.

A clear complaints/whistle blowing procedures is in place. These details are to be emailed to staff by HR manager

Staff are required to follow the HSLC staff code of conduct at all times.

HSLC will appoint a designated safeguard lead for the duration of any session we provide.

We will supply the parents/carers with a name and contact details of the DSL who they can raise concerns. These details will be found on the information page of the booking section on the website.

Missing student:

This policy should be read in conjunction with the school's Child Protection Policy and other relevant safeguarding related policies.

Children should never be allowed to leave the premises during any HSLC ran event without the correct use of collection password that was given when the booking was made.

A child may leave the premises if pre-arranged with the HSLC staff.

OBJECTIVES

1. To ensure that all children are kept safely on the school premises during holiday club hours.
2. To ensure that the building, grounds and play areas are as safe and secure as possible during holiday club hours.
3. To ensure that staff keep children under proper supervision at all times.
4. To ensure that if a child 'goes missing' during the session/camp, he/she is located quickly and returned safely to the school.

STRATEGIES

1. If a child cannot be found by the responsible member of staff, the safe guarding lead must be notified immediately and told when and where the child was last seen. Time is of the essence and prompt actions must be taken by all.
2. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
3. If the child is not found within a short period of time, the parents/carers must be called by the holiday club staff or safeguarding lead. If the child is missing for over fifteen minutes or there is significant concern the child has left the school site, the police must be called.
4. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.

OUTCOMES.

The safety of all children will be given our highest priority. A missing child should be an extremely rare occurrence. This policy is designed to put into place swift and

effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point. Any child that runs away from the Holiday camp/sports club will have all further bookings cancelled without a refund.

All children attending must be toilet trained and able to dress themselves. Any child with disabilities will require a risk assessment to be carried out by HSLC staff members prior to the session to determine if the school can cater for their individual needs. Parents are allowed to source funding for a member of staff to support a child on a one to one basis. This staff member must be a vetted and on the HSLC payroll.

Open site

During the school holidays Hornsea School & Language College is an open site. Holiday club staff need to ensure the safety of all children by staying together as one group. Making sure road safety rules are followed throughout the day, especially near any vehicles, school roads, paths and car parks. Staff are required to have every child in their line of sight when on the school fields/tennis courts/3G sports pitch.

Class rooms must be locked at all time.

Behaviour: If behaviour is an issue, parents will be asked to collect the child and will not be allow to attend again. No refunds will be given in this situation.

Payments: All payments are non-refundable. Parents can request to swap dates but this will be at the discretion on the session leader.

Policies for all clubs and organisations that hire the HSLC facilities:

When booking any HSLC facility the club/organisation are required to complete our booking form and return to facilities manager Tom Connor, 07557919923
connort@hslc.co.uk

Clubs & organisations details will be shared with the HSLC safeguard team using a shared spread sheet.

We require a copy of the clubs/organisations public liability insurance certificate

On the booking form the clubs/organisations are required to confirm they have the following in place for their session:

Access to a mobile telephone

Guidelines for dealing with an accident/incident

Accident/incident report forms

A completed annual risk assessment with action plan

Health and safety check list

1.

Liability for injuries and damage

Hornsea School & Language College cannot accept responsibility for the injury to persons or loss or damage to property. All use of the school's facilities and apparatus is entirely at the risk of the users. Customers are particularly reminded of the risks involved in the participation of sport and to ensure that all the appropriate precautions are observed. Spectators attend the school at their own risk.

2. Regulations governing patrons of the School site.

No patrons shall:-

- a) Enter or attempt to enter the site by forcible or improper means.
- b) Bring any animal into the site unless a Council Officer specifically permits so.
- c) Wilfully or improperly damage, deface or soil any part of the site or any article, clothing or equipment provided for his or her use.
- d) Wilfully annoy or interfere with the privacy of any person using the centre.
- e) Interfere with any staff member of the school in the performance of their duties.
- f) Use any equipment in such a manner that is likely to cause injury to any other person.
- g) Under no circumstances bring alcoholic beverages or other prohibited substances into the buildings, or onto the grounds of Hornsea School.
- h) Hornsea School is a non smoking/vaping site.

3. All persons using the facility are required to observe the following conditions of use:

- a) Must observe the conditions imposed and publicly displayed in the different areas of the facility.
- b) Must leave the activity or the premises at the time laid down..
- c) PHOTOGRAPHS-may not be taken of children under the age of 18 on the school premises unless the permission of the all participants parents/carers has been obtained.

4. CANCELLATIONS/REFUNDS.

Hornsea 3G operates on a zero refund policy with the only exception of rare occasions when the site is deemed unsafe, for example high winds etc. Hornsea 3G will honour any booking alteration made within 48 hours of the original booking with credit to the full value of the original booking. No credit will be applied to cancelations made within 48 hours of the original booking.

Fixtures

The club that books a pitch is responsible for the away team and spectators. All spectators need to stay in the designated viewing areas or behind the fencing at all times. Only players, coaches and referees are allow on the playing surface.

5. Facilities

- a) Customers are required to put back any equipment/goals they have used to their original location.
- b) Customers are responsible for keeping the facilities tidy and rubbish free, using the bins provided.
- c) Hornsea School is a **NO Dogs, alcohol, smoking/vaping site**. Teams who break these rules, will be sent a £50 fine

RUBBISH:

Please ensure all waste is placed in the bins provided. A cleaning charge will be sent to clubs that leave the pitch/changing rooms in a poor state.

6. FIRE PROCEEDURE:

- a) 3G Users: In the case of a fire on the school site. All players, coaches and spectators are to assemble on the road facing Atwick road entrance.
- b) DS2 or sports hall users: the fire assemble point is the brick wall on the gravel car park next to the small round about.
- c) Any other location used on the school site will also use the Atwick road entrance for their assemble point.

7. MEDICAL EMERGENCIES:

- a) The school has two defibrillators. One located at the front of the school attached to the school office and the other next to the steps leading up to the 3g pitch entrance. If a defibrillator is needed, call 999 who will give you the code to access the equipment.

NOTE the code is the same for both defibrillators. The school address and post code:

Hornsea School & Language College
Eastgate
Hornsea, HU18 1DW

Please note that the emergency services can only access the school via the Eastgate entrance.

Non clubs/organisations bookings of the HSLC sports facilities.

Booking fees to be paid in full prior to the session. A member of the HSLC staff is required to stay on site at all time and will act as lead first aider.

Anti social behaviour will not be tolerated and the HSLC staff have the right to cancel the session at any time.