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| **Summer Camp Guidelines**  The timetable has been made available to every student participating. This is visible on the website [www.tkd4u.co.uk](http://www.tkd4u.co.uk) under Events. STUDENTS will be placed in groups relevant to age and belt grade. PARENTS/GUARDIANS to complete contact and medical consideration slips.  **BASIC DAILY FORMAT**  CAMP LEADER, TEAM LEADERS and ASSISTANTS will teach the Fortitude Academy Taekwon-Do syllabus in belt grade after 10.00am registration, from approximately 10.30am until 12.30pm. Thereafter, students will eat lunch in their groups. From approximately 1.30pm students will have activities, such as, social games, bouncy castle, and water pistol battles.  *Summer Camps need to be fun and engaging, but to achieve this firstly we consider the students safety and wellbeing, our actions must be measured and thoughtful.*  **COVID19 - Combat Sport**  As from 19th July 2021 contact combat sport activities can resume full contact training and competitions for adults and children both indoors and outdoors.  COVID19 – Government protocols for combat sport will be followed [Reducing the spread of respiratory infections, including COVID-19, in the workplace - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace)  **Camp Leader, Team Leaders, Assistants & Students**  DO NOT attend if you have tested positive for COVID |
| **Camp Leader, Team Leaders & Assistants – ROLES AND RESPONSIBILITIES**   * CAMP LEADER - familiarise your team and students of toilets, changing facilities, fire exits and meeting points at the start of each day. * CAMP LEADER – check parent slips for student medical conditions. Highlight to TEAM LEADERS and detail against students name on register. * CAMP LEADER – check registers and photograph each day immediately after morning registration. |
| * TEAM LEADERS take your register each day (registers to be located on the wall at each station) |
| * + Report absences and or anomalies at the start of the day to the CAMP LEADER e.g., student not expected, student not arrived etc |
| * Escort children to the toilets if aged under 9 years of age, but do not go alone with them (suggestion to take in groups at break times & lunch etc) * TEAM LEADERS & ASSISTANTS support children and sit with them at lunch time. Make sure that they are eating and drinking. |
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| * ASSISTANTS – Oversea 30 minutes play time after lunch, this should be rotated between ASSISTANTS.   + NO Foam weapons allowed – must be monitored and confiscated. |
| * + NO BALL GAMES until everyone has finished eating. |
| * + Be aware of student’s social needs, help them to get involved and make friends. |
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| **First Aid** |
| * CAMP LEADER - First Aider –   + FIRST AID KIT is checked and fully equipped.   + FIRST AID KIT is always available and visible at a designated station inside and outside. |
| * ALL - Minor Injuries – Take the student to First Aid station. Follow first aid training and protocol. |
| * ALL - Major Injuries – Alert CAMP LEADER and/or TEAM LEADER immediately. * ALL - Head Injuries must be reported immediately, no matter how minor they may seem. |
| * + A student who has banged their head will be asked to sit out for 10 minutes for assessment. |
| * CAMP LEADER – can administer medication (i.e. Hayfever medicine, Epipen etc) upon written instructions from a parent/guardian. * CAMP LEADER – must inform TEAM LEADERS and highlight register & update board of students with Allergies or Medical Considerations. * CAMP LEADER – will report first aid Incidents in an incident book and on a board for parents/guardians to see. * CAMP LEADER – must inform parents/guardians where first aid has been administered e.g. plaster, ice pack, banged head. |
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| **Bouncy Castles** |
| * CAMP LEADER to read guidelines and requirement from Bouncy Castle providers. * **Bouncy Castle** - TEAM LEADERS to manage appropriate numbers taking into consideration the dynamics of their group (behaviour, size differences, gender etc), groups of 10 or more need to be halved and take turns |
| * **Assault Course** - TEAM LEADER and ASSISTANTS need to manage the start and finish – 2 can go at one time but must be finished before the next 2 can set off. * **Large Slide** – TEAM LEADER & ASSISTANTS ensure only one person climbing stairs and sliding down at one time. |
| * ALL - Student’s behaviour needs to be monitored and kept within a sensible range, anything considered dangerous will be stopped, i.e., no jumping, or flipping from the top of assault course slide, climbing edge of castle, or bundling. Non-slip socks can be worn on large slide. |
| * TEAM LEADERS & ASSISTANTS - Do Not leave your group unattended. |
| * TEAM LEADERS & ASSISTANTS - Exit mats must be monitored and kept in place. |
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| **Water Pistol Battle**   * CAMP LEADER – marks out a ‘Safe Zone’ with cones; Students inside the zone do not squirt or throw water. * CAMP LEADER – FIRST AID Kit is taken outside and visible at a designated station. * CAMP LEADER is the First Aider so will be overseeing ALL and staying dry. * CAMP LEADER – communicate battle instructions to everyone before the start and during where necessary.   + Students not wishing to participate stay in the coned zone and should seek shade on a hot sunny day   + Students are not allowed to stand on the edge of the zone and squirt water outward.   + Students are told not to squirt the face, particularly the eyes, and are reminded. * TEAM LEADERS / ASSISTANTS need to be vigilant - students can have a change of heart and may need to be supported out of the game – ALL to spot this and act accordingly. * ALL - hyper vigilant of collision accidents – PLAY is stopped immediately with a whistle so that the situation can be dealt with appropriately. First Aid protocol for injury followed – always suspect head first! |
| **Safety** |
| * SAFEGUARDING - TEAM LEADERS and ASSISTANTS - Please read the Safeguarding Policy for Children on the website [www.tkd4u.co.uk](http://www.tkd4u.co.uk), found under the ‘About Us’ section. These documents are there to protect the children we teach and guide and protect you with your actions. TEAM LEADERS have safeguarding training and up to date certificates. |
| * ATTENDANCE - TEAM LEADERS to take your register each morning, check students at lunch and again during group activities – CAMP LEADER to check each morning, photograph as a record. |
| * EVACUATION (FIRE) – managed by CAMP LEADER and TEAM LEADERS –   + registers must be taken from the wall.   + groups must be assembled at a recognised meeting point.   + registers must be redone by the TEAM LEADER.   + TEAM LEADERS to hand completed registers to CAMP LEADER. |
| * SERIOUS ACCIDENTS / INCIDENTS – ALL TEAM LEADERS - response is to clear area of students safely and speedily to enable appropriate care of student in need. |