



Active Kids Parent Guide

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Important contacts:

General enquiries: 0114 2226956
Emergency (Camp Manager):
07710143446

Goodwin Sports Centre
Northumberland Road
Sheffield
S10 2TY

Important

Please note that the term parent is used throughout this document as a generic term to represent parents, carers and guardian



About us

Welcome to The University of Sheffield's Sport and Physical Activity- Active Kids Camps for school age children (5-14 year olds).

Sport and Physical Activity is the University's sports department; responsible for all aspects of sport and fitness within the University of Sheffield.

Our Vision:

- To be the heartbeat of a healthy and active University community

Staff Recruitment

We ensure that we recruit highest quality, friendly staff through a recruitment process which includes:

- Application forms
- Interviews/recruitment day
- Demonstrating relevant qualifications/experience
- Providing references

Training and Qualifications

All of our Active Kids Leaders are given a thorough induction prior to starting work and attend training workshops immediately prior to each camp starting. Our staff hold the following qualifications:

- At least one member of staff on site holds a First Aid At Work Qualification and Paediatric First Aid Qualification and many of them have received some form of first aid training.
- All Active Kids Trampoline Instructors hold a British Gymnastics Trampoline qualification.
- All Active Kids Leaders hold a DBS certificate and have completed safeguarding training.

In addition to this our Active Kids Leaders receive training on the following:

- Emergency Action Plan
- Normal Operating Procedure
- Parent guide
- Safeguarding policy
- Risk assessments
- Equipment set-up/down

Ofsted registered



Active Kids Camps are registered with Ofsted which means that Ofsted have checked that Active Kids Camps adhere to a set of standards. As a result of being registered we are able to accept childcare vouchers which allow parents to make considerable savings on childcare.

Insurance

The University of Sheffield holds a Certificate of Employer's Liability Insurance with Zurich Municipal. A copy of our certificate can be found displayed in the notice boards throughout the sports facilities.



Venue Information

Sport Sheffield offers a wide range of facilities including; 4 floodlit synthetic pitches; Multi-use games area; large fitness centre (approx. 150 pieces of equipment); Sports Hall; A fitness studio; 2 x Multipurpose Activity Room; a Strength and conditioning suite; 3 Squash Courts.

Preparing for Camp

Weather Conditions

The children will be involved in a range of indoor and outdoor activities so we would like you to prepare your child for all weathers. If the weather is too cold, hot or wet children will take part in indoor activities.

Please put plenty of sunscreen on your child prior to bringing them to camp. Even when it is overcast UV rays can be strong and therefore, we suggest you do this even if it is not sunny. Our staff are unable to apply sunscreen to the children but they will frequently encourage the children to apply their own so please ensure they bring plenty with them. If your child is unable to apply their own sunscreen please ensure you apply sunblock which provides all day protection prior to your child coming in to camp.

What to wear

The children will be active throughout the day and therefore we suggest they dress in comfortable clothing suitable for sporting activities. The children may also trampoline and therefore please ensure your child brings socks with them every day, and clothing with buckles such as jeans are not permitted for this activity. We will do our best to advise parents when this activity will take place to ensure the children know what to wear.

What to bring

Please ensure your child brings the following with them:

- A sunhat with them for outdoor activities (during warmer months)
- Socks (for trampolining- parents will be advised if this activity is taking place)
- A water bottle with their name on
- Packed lunch with their name on (including morning and afternoon snack; fruit is great). NO NUTS!

What not to bring

Your child won't need to bring the following:



- Sports equipment – we’ve got plenty!
- Mobile phones, MP3 players or other devices – we’ll keep them busy!
- Cameras
- Valuable watches/jewellery
- Money
- NUTS- Active Kids is a nut free Camp so please do not send your children with any nuts or products containing nuts



During Camp

Drop off/pick up parking

We encourage parents to walk to the sports centre whenever possible. If you drop off/pick up your child by car you can use the University car park on Northumberland Road. Once you have dropped your child off at the camp we ask that you vacate your parking space as soon as possible to allow another parent to use it. Parents dropping off/ picking up are allowed 20 minutes parking with a permit which is issued with the Welcome email. This must be strictly adhered to as the parking facilities are patrolled by parking inspectors and we are not able to alter the outcome of a parking fine. Further details on our location can be found on: <https://sport.sheffield.ac.uk/venues>

Drop off

When you arrive you will be directed to the Sports Hall ¹ (down the driveway on the right hand side) and from 8.30am (7.45 a.m if you have booked AM wraparound) you will be allowed to register your child. We aim to make dropping your child off at camp as quick and easy as possible but there are certain processes that we must follow to ensure safe and effective registration:

- On arrival please go to the registration desk
- You will be asked to sign your child in
- Your child will be given a band to wear
- You will have given us a pass phrase which you use to collect your child- if you don't know what this is you can set it at drop off
- It is important that you know the pass phrase when you pick your child up, or if your child is being picked up by someone else they will need to know the pass phrase. Without this pass phrase we will not allow your child to leave site

You can leave your child with us from 8.30am.

Pick Up

We aim to make picking your child up from camp as quick and easy as possible but there are certain processes that we must follow to ensure the safe and effective de-registration of your child:

- On arrival please go to the registration desk (inside the sports hall reception)
- You will need the pass phrase that links to your child
- Once we have linked you with your child using the pass phrase you will be asked to sign your child out and you are free to leave site with your child

¹ Occasionally some camps may take place in an alternative room. If this is the case we will advise you in the welcome email



Wraparound Care

If the normal day (8.30 a.m- 5.15 p.m) is not long enough, we offer wraparound care ;

AM- 7.45- 8.30 a.m £4 per session

PM- 5.15- 6.00 p.m £4 per session

Places are limited and this must be booked via the Active Kids Manager (activekids@sheffield.ac.uk)

Open Access

We provide an open access scheme for children. Children over the age of 8 years may leave the Camp unaccompanied at the end of the day (following the normal sign-out procedures). In the event of a parent/ guardian wishing their child to make their own way home they should provide Active Kids with a letter stating their wish to do so which includes the parent's name and child's name. We will not allow children to leave unaccompanied without a written request to do so from the parent/ guardian.

Uncollected/Lost child

We ask parents to ensure that they are on site to collect their child by the finish time (5.15pm or 6 pm if you have booked P.M Wraparound).

If your child has not been collected by 5.25 pm (6.10 p.m for wraparound) you will be charged £4 for the wraparound fee. If for any reason a child is not collected at least 2 adults will remain with the child whilst we endeavour to contact the parent. If after 1 hour no one comes to collect the child and we have been unable to contact anyone by telephone we will contact the Sheffield Safeguarding Children Board for advice.

Contacting parents/guardians during camp

Despite our best efforts injuries can happen. Parents will be contacted in the event of serious injuries such as:

- An injury which the Active Kids Manager feels requires a medical professional to look at it
- A bang to the head that may result in concussion
- Any situation resulting in a hospital visit. The Sheffield Children's Hospital is just around the corner from the sports centre, so although we will endeavour to contact parents/carers before any hospital visit we have your child's best interest at heart and will not delay a hospital visit for this reason.
- If your child is unable to participate due to illness



Parents will also be contacted in situations such as:

- Serious behaviour problem
- Seriously upset for any reason and being very unsettled
- A child needs a change of clothing
- A child has no lunch

Contacting your child during camp

We ask that you do not send valuable items such as mobile phones to camp with your child. If for any reason you need to get in contact with your child during camp then we ask that you contact the Active Kids Manager on their mobile phone which they will carry on them at all times. The mobile number is 07710143446.

Lost property

At the end of each day lost property will be set out on a table next to the de-registration area for parents to pick up. We cannot guarantee the return of all lost property and ask that you don't send your child to camp with expensive items. We keep lost property for two weeks and then pass items on to charity shops.

Activities

The children will take part in a range of activities including basketball, football, team sports and arts and crafts. Where possible we also aim to do activities such as trampolining but these are coach dependent. We encourage children to take part in all of the activities that we offer but if a child or parent requests that they don't want to take part in a particular activity they can join an alternative group (if ratios allow) or assist the Active Kids Leader (if the activity allows).

Packed Lunch/snacks

We do not provide food for the children and therefore ask that you send your child with their lunch; please label the lunch box/bag with your child's name. The children will have a break mid-morning and mid-afternoon and if your child would like a snack during this time please place this in a labelled bag within the packed lunch box/bag (morning snack, afternoon snack). Please send your children with a healthy packed lunch; all lunches will be stored in a cool dry place, but please note that we do not have access to refrigeration facilities. We advise that you use an insulated lunch bag with a frozen pack placed on top of the food. Alternatively please avoid high-risk foods such as meats, meat products, dairy products, rice and pulses.

Active Kids is a nut free Camp so please ensure that there are no nuts/ nut-containing products in your child's packed lunch.



We will provide the children with drinking water but we ask that you send your child with a drinks bottle which is labelled and we will replenish the water in the bottle throughout the day.

Accident reporting

Any accidents or injuries are documented on a first aid form. Once the first aid form has been completed it is handed to the Active Kids Manager who stores the information in a secure location. If appropriate the Active Kids Manager may transfer the details on to an electronic form which is sent to the University Health and Safety Department. The University Health and Safety Department then decide whether further investigation is required and whether a report needs to be made through RIDDOR. Parents will be asked to sign the accident form when they pick their child up to indicate that they have been made aware of the accident. For any significant incidents parents will be contacted to advise them in advance of pick up.

First aid

At least one member of staff on site holds a Paediatric First Aid Qualification and a First Aid At Work qualification. All of our Operational staff hold a First Aid qualification.

First aid bags are available at various locations throughout the sports centre and there are two defibrillators on site in case emergency treatment is required.

Sick child

We ask that parents contact the Active Kids Manager on 07710143446 if their child has been diagnosed with an infectious illness. The child will not be permitted to attend camp for a period of time following the illness. Further details on this timescale will be discussed at the time of informing the Active Kids Manager. Unfortunately it is not possible to refund days missed during camp due to illness.

If a child is sick whilst at camp the child's parent will be contacted to collect the child.

Medication

We can only administer emergency medication. We can store and make available prescribed medication to a child e.g. inhaler or antibiotics. To do this we will need written consent from the parent by way of completing a Medication Form.



The Active Kids Manager will document the administering of medication, as well as the dropping off and collection of the medication itself.

Epi-pens – If your child has an epi-pen for the treatment of anaphylaxis then you must inform us at the point of booking and we will obtain written permission from you to administer treatment in the event of an emergency. Only those staff who have received training will administer the injection. We ask that your child brings their epi-pen to camp in a box/ bag labelled with their name and what triggers the anaphylaxis. We will contact parents in the event of an emergency.

Emergency medical advice

We ask that parents inform us of any medical conditions your child has. We will obtain written permission from every parent regarding emergency medical treatment. If this becomes necessary parents will be informed immediately, however emergency medical treatment will not be delayed for this reason.

Medical conditions, confidentiality

We will not disclose information you provide about medical conditions with any of the children or parents involved in the camp. It is important however that information on medical conditions is shared with all of the Active Kids staff in order that they are able to give the best care to your child.

Behaviour Policy

Active Kids staff treat all children fairly and recognise that no child is the same and each child should be treated as an individual. Our Active Kids staff encourage positive and kind behaviour from every child taking part in the camp. In the event of any concerns around behaviour the Active Kids Behaviour Policy will be followed. For further details on this policy please contact the Camp Manager.

Ofsted

Active Kids Camps are registered on the Voluntary Childcare Register and as such are inspected to ensure they meet the required standards by Ofsted. We encourage parents to raise any questions or concerns about the services we offer directly with us in the first instance, but should any parent need to contact Ofsted directly they should use the following address:

Ofsted
Piccadilly Gate
Store Street



Manchester

M1 2WD

enquiries@ofsted.gov.uk

Feedback

We do everything we can to make sure our customers get the best possible service and that the children on our camps have an enjoyable and rewarding experience. We actively encourage feedback as this helps us to improve the facilities and services we offer. There are several ways in which you can make a commendation, suggestion or complaint:

- Speak to any member of staff
- Email us on activekids@sheffield.ac.uk
- Complete an on-line form which can be found at <https://sport.sheffield.ac.uk/talkback>
- Call us on 01142226956

You will receive a response from the Camp Leader within 24 hours of receiving your feedback (possible slightly longer if communication is made over the weekend).

* Using the guidance from Ofsted it is a requirement for providers to investigate any complaint relating to welfare and the complainant must be notified of the outcome within 28 days. A written record of complaints must be kept.

Equal Opportunities Policy

The University of Sheffield (of which Sport Sheffield is a department) is committed to a comprehensive policy of equal opportunities.