



Programme Details

On the first day:

You will need to drop your child off at the “check in desk” at the track, which will be open from 9.00am on the first day (start and registration is at 9.30 on subsequent days).

We will issue the parent/carer with a card containing a unique reference number (URN).

All children must be collected from the “check out” desk and the card will need to be shown at the “check out” desk at the end of every day. Children must be signed out by an authorised adult by showing the card.

If another adult is collecting the child then either the card may be passed on or at least the URN passed on.

If your child is allowed to travel to and from the track by themselves they will require written authorisation at registration.

Please ensure you drop off and collect your children promptly. However, if a child remains uncollected at the end of the day then the following action will be taken:

- We will attempt to contact you using the child’s details.
- At least two responsible people will remain with the child until collected.
- We will not allow the child to return home alone or with an unauthorised adult unless we have your written permission.

Upon collection we will ensure that the parent understands the procedures.

If after two hours no one arrives to collect the child and we have been unable to contact anyone by telephone, we will need to call the local social services department who will make arrangements for a social worker to collect the child.

SUAAC and AStarCoaching reserve the right to make an appropriate charge for the extra time.

Children will be required to bring:

- Trainers (spikes if they have them)
- T shirt, shorts
- Track suit or other appropriate warm outer wear
- Wet weather clothing

- A packed lunch, snacks and plenty to drink. Please note we don't have access to food or drink and do not have refrigerated storage facilities, therefore, it is strongly suggested that you use an insulated container with a frozen pack
- Sun cream and a hat or cap.

All sports equipment is provided so please do not allow your child to take any other equipment including Cameras, Computer Games, MP3 players, money or valuables.

Mobile Phones

We strongly suggest your children do not bring mobile phones because of the possibility of them being lost, stolen or damaged. If they do bring these to the camp we would need them to be switched off except in emergencies and left at registration. However, this would be at their own risk and SUAAC and AStarCoaching cannot be held responsible for them.

If parents need to make contact you can call 07767 343925.

Insurance

All of our coaches have public liability insurance cover via UKA.

Lost property

We cannot guarantee property won't be damaged and we will endeavour to return lost property, but items must be clearly labelled with your child's full name.

Child protection statement

The programme is covered by Stratford upon Avon AC's Child Protection Policy which can be viewed on <http://www.stratfordac.co.uk/> website.

Expected behaviour from children

- Please make your child aware of the following:-
- Show respect for all staff. Listen to and follow instructions of the staff team
- Show respect for all children on camp.
- Swearing, abusive and hurtful language is not acceptable.
- Aggressive behaviour or violence cannot be tolerated.
- Show respect for all personal property and the facilities.

One child's behaviour will not be allowed to endanger the other children in the group by absorbing or distracting the supervising staff.

Bullying

If a child feels that they are being bullied then they are encouraged to report this to their respective team leader and the Manager will be informed.

If the Manager feels that there is a legitimate complaint, the situation will be discussed with all parties and dealt with sensitively and fairly.

If we are convinced that bullying has taken place then we will decide what action is appropriate.

In a serious case we may need to consider the removal of the bully from the camp and the parent will be contacted.

Parent responsibilities

We would expect you to inform us both verbally and via the booking form of any potential behaviour issues that would help us to deal with your child whilst on camp.

If your child has any medical condition that we need to be aware of please give specific details in the booking form.

You should be aware of the expected behaviour standards when your child attends camp. We would expect you to support action taken by staff to encourage fair play and good behaviour.

If there is a problem with a child's behaviour, in the first instance, the Team Leader will try to deal with the situation.

If unsuccessful: the Manager will try to deal with the situation, by removing the child from the group supported by the Team Leader as a witness.

If the situation cannot be resolved the Parent/carer will be contacted.

If the parent/carer does not come to collect the child the situation would be discussed and resolved when the child is collected.

If a child is asked to leave the camp then SUAAC and AStarCoaching reserve the right to not refund any monies paid for the remainder of the week.

If your child is sick and it's unlikely that they cannot play a full part in the activities they should be kept at home.

If a child falls sick during the day the parent /carer will be informed and the child will need to be collected.

Accident reporting

All accidents or "near misses" will be recorded and investigated.

Minor accidents will be dealt with on site by staff, who are First Aid trained. However, in the case of a more serious accident e.g. a suspected broken limb or concussion parents or carers will be contacted immediately.

If your child has an accident you will be required to authorise via the booking form, that on the advice of a qualified medical practitioner the Manager can approve such medical treatment as is

deemed necessary in an emergency during the camp including anaesthetic, paracetamol or a blood transfusion where considered by medical authorities.

Safety is of paramount concern, therefore, the programme content may change dependant upon the weather.

When the weather is particularly warm the following precautions must be taken:

If there is any possibility of sunburn or sunstroke please ensure that the children wear adequate protection i.e. hat and sun cream of the correct factor. Ideally all-day protection should be used with young children so that there is less need for them to re-apply during the day.

Children must have enough to drink for the whole day.

The activities are held at the outdoor track, however, if the weather is particularly cold or wet; children will be taken into the indoor areas. In those circumstances it is very possible that no other activity would take place as there are no indoor facilities included in this programme.

Staff will:-

- Treat all children fairly and recognise that each is an individual.
- Provide a challenging, relevant, appropriate and fun week.
- Be clear about the rules and use sanctions consistently. No physical punishment will ever be used.
- Be a good role model.
- Not use any form of physical intervention, e.g. holding, unless it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property.
- Ensure any significant incident of unacceptable behaviour is recorded and the parent informed of the incident on the day.

SUAAC and AStarCoaching will take all reasonable care of your son/daughter; however, you give permission for your son/daughter to take part in all the activities in the programme.

SUAAC and AStarCoaching will not be held liable for any loss/damage to personal property or accident/injury.

SUAAC and AStarCoaching Coaches are in loco parentis and they have your authority.

Your feedback is important to us to improve our programmes and delivery so please E-mail: astarcoaching@hotmail.co.uk comments or issues

Thank you

Stratford upon Avon AC and AStarCoaching

This programme is supported by the Stratford upon Avon Athletics Club and Startrack.