

Camp Operations Policy – Camp at The Lodge

Overview

Camp at The Lodge is a multi-sports, performing arts, and outdoor learning camp that provides a diverse range of enriching and structured activities for children. This policy outlines the structure, responsibilities, safety protocols, and operational procedures in place to ensure a safe and well-managed environment for all attendees and staff.

1. Leadership and Management

- Camp Director: Lee Raw serves as the designated Camp Director and has full authority over the day-to-day operations of Camp at The Lodge.
- Deputy Camp Directors: In the absence of Lee Raw, either Paul Raw or Emma Eve-Raw will assume responsibility as Deputy Camp Directors. Both are experienced and familiar with all operational protocols and emergency procedures.

2. Staffing and Training

- Staff Vetting: All staff are fully DBS-checked prior to beginning their roles.
- Training Requirements: All staff complete mandatory training in safeguarding, Prevent Duty, and emergency procedures before camp begins.
- First Aid: A qualified First Aider is allocated each day and is clearly identified to all staff and children.

3. Child Safety and Welfare

- Safeguarding & Prevent: All staff are trained in safeguarding children and recognising signs of abuse or radicalisation. Any concerns are reported directly to the Camp Director or Deputy, who will address this with the designated safeguarding lead (DSL)
- Supervision Ratios:
 - Children under 5 years old: 1 staff per 6 children
 - Children aged 5–7: 1 staff per 8 children
 - Children aged 8 and above: 1 staff per 10 children

- Incident Logging: All incidents are documented in an incident log, including behaviour issues, injuries, and safeguarding concerns.
- Parental Communication: Any issues, injuries, or notable events involving a child are communicated to parents/carers at the end of the day by a senior staff member.

4. Health and Safety

- Risk Assessments: Comprehensive risk assessments are completed for all activities and areas. These are reviewed regularly and are available to all staff.
- Daily Site Inspections:
 - Conducted every morning before camp begins
 - Repeated at the end of each day
 - Any safety hazards or concerns are logged and addressed promptly, including informing the school sit team.

5. Registration and Attendance

- Daily Registers:
 - Morning registration from 8:30am–9:20am
 - Session 1 re-registration once children are split into their groups (e.g., football or performing arts)
 - Registration again following morning break before Session 2
 - Final register taken during the end-of-day activity at 3:15pm
- Accurate records are kept to ensure all children are accounted for at all times.

6. Program Structure

- The camp includes a balance of structured and free-choice activities across the following categories:
 - Multi-sports (e.g., football, rounders, netball, athletics)
 - Performing arts (e.g., drama games, acting, dance, freeze frames)
 - Outdoor learning (e.g., forest school, den building, scavenger hunts)

7. Communication

- Staff are expected to maintain open and timely communication with senior leaders.
- Parents are encouraged to share any relevant child needs (e.g., allergies, learning differences) before the start of camp.

Review Statement

This policy is reviewed prior to each camp cycle and updated as needed to ensure compliance with legal requirements and best practices.

Reviewed and approved by: Camp Director – Lee Raw

Date: V3 June 2025