

Summer Holiday Club

28th July–1st August

10am–12 noon

Information for Parents and Guardians



After The Wonder Zone on Friday there will be a

PICNIC

Bring your lunch,

we will supply the drinks.



INFORMATION for Parents & Guardians

Please register your child/children on arrival each day
at the table as you enter the church.

Please sign you child/children out each day as you leave
the church via the coffee lounge.

All holiday club staff members will be wearing identification.
Point of contact for first aid is registration.

At the end of the event the children will be offered a drink
and biscuit, tea and coffee will be available at this time too.
Water will be available in their groups. Please label any
drink bottles with your child's name if you bring one.

We will do all we reasonably can to protect you and your
children from harm, but you should realise that the risks
covered in the risk assessment may not cover every possible
situation that may occur.

If your child is booked into the Pre-school group (0-3 age
group) they must be accompanied by an adult.

**Common sense and caution would be expected from every
parent/guardian attending the holiday club.**

If an event occurs to put anyone at risk we will endeavour
to find out how the event happened and will alter our risk
assessment if necessary.

*A copy of the Risk Assessment is available to read, contact
registration.*

If you have any questions or need to contact the holiday
club the please call Jenny Hughes on 07783788723

Hot/Wet Weather Policy.

We will be using the outdoor area for games, please can you ensure that your child is wearing sunscreen. If the weather is particularly hot then we will supply additional water drinks and may also use water play to help keep everyone cool. We will **NOT** apply sunscreen to your child

Should the weather be wet all the games will be done indoors. There will be shelter available for any prams and buggies to be stored in.

Child and Vulnerable Adult Protection Policy Statement

We commit ourselves to the nurturing, protection and safekeeping of all. It is our responsibility to create a safe environment where children are valued and respected. It is also the responsibility of each of us to prevent the physical, sexual and emotional abuse of children and to report any abuse discovered or suspected to the designated person for safeguarding. Each worker knows the recommendations and has undertaken to observe them.

Children have much to give as well as receive. We will listen to them and respect their wishes and feelings.

All holiday club workers are of good standing and have undergone a Disclosure & Barring Service check. The names of our designated person for safeguarding is displayed in the registration area, or you can speak to your child's group leader.

'Place of safety' policy.

If an emergency occurs our place of safety is the grass area by the side of the church. If the risk means this is not the safest place to gather, we shall move to the school car park.

More details on the 'In the event of an Emergency' poster by registration and in the coffee lounge.

Photograph Policy

With regard to those parents/guardians who do not want their young people photographed or videoed, we will not be taking any official photographs or videos of children. However, other parents and guardians have access to cameras and phones and we cannot be held responsible for their actions.

If you as parents / guardian take pictures at the holiday club that include other peoples' children please could you **NOT** upload them to social media sites.

Privacy Policy

For data protection purposes of the holiday club has the following Privacy statement – which you the parent / guardian accept.

The data we hold includes names, addresses, ages, medical information and emergency contact information.

We hold this information for the duration of the holiday club. This information is stored as your registration form which is kept electronically and deleted after the holiday club has finished. Paper copies will also be kept for Registration purposes and these will be destroyed after the holiday club.

If you have requested further information regarding events run by Melbourn Baptist Church we will keep you email address only, and you will be able to unsubscribe from the mailing list at any point.