

## INTRODUCTION: CHILD PROTECTION AND WELFARE

The safety and well-being of our campers is at the core of what we do at our English summer camp and we know that it is the number one concern for parents when choosing a summer school overseas.

We also know that being away from home can sometimes be difficult for younger children, which is why we focus on creating a warm welcoming family atmosphere that provides support and comfort to our students when away from home.

Our friendly and knowledgeable team are here to answer your questions. Please feel free to contact us.

### **Child Protection and Safeguarding**

Churchill Education Services takes very seriously its responsibility to safeguard and promote the welfare of students; and to work to ensure adequate arrangements to identify, assess, and support any student who is suffering harm, distress, neglect, abuse or injury.

We work extremely hard in order to ensure comprehensive training for all staff in child welfare. Our Director is responsible for the overall welfare of all our campers and to provide awareness discussion and guidance for all members of staff. Please read our thorough Safeguarding Children & Child Protection Policy in the following section.

### **Student Supervision**

All campers on our Summer Camp are supervised by house managers, teachers and activity leaders 24 hours a day. Staff supervise all houses during the day and night and security services patrol the campus during the evening and night.

We will take roll calls when the group arrives in and out at a different venue, and will take roll calls at least 5 times a day. The child will not be allowed to move to and from camp independently and have to be under our staff's supervision.

During the evening time after dinner, when we are back to the boarding house, campers can go to the game room, activity room, movie room or relax in the garden or watch the activities (all are supervised by staff).

### **Staff Recruitment**

All Churchill Education Services UK English Summer School employees have a full and active part to play in protecting our students from harm, and are dedicated to every student's welfare.

We ensure that our selection and recruitment of staff meet the requirements as set down in guidance provided by the Department for Education and Skills. We carefully select our staff and undertake references and ask for police / criminal records checks to ensure that all employees are suitable to work with minors. All our staff are fully inducted to provide a caring, positive, safe and stimulating environment.

We provide campers with 24 hour support on campus. Our Director will live on campus with our summer team. We create a friendly and safe home environment and offer various accommodation options with 3 healthy meals per day, and plenty of snacks and refreshments.

We offer an extremely high level of supervision, our staff are fully qualified teachers and coaches. They are professional, helpful, friendly and approachable. It is their aim to ensure that campers feel well-looked after, supported and cared for whilst away from home.

The Director takes full responsibility for every aspect of camper's welfare, along with day to day running of the summer camp, and is available on-site 24 hours a day.

### **TEACHERS**

English courses are taught by fully qualified U.K. teachers. Our teachers from time to time will take part in evening activities and excursions.

### **Behaviour and Bullying**

We expect all campers to show respect and courtesy. We operate a strictly no bullying policy and offenders will be dealt with by camp directors. We wish each child to have a great experience and therefore bullying will not be tolerated.

## **SAFEGUARDING CHILDREN POLICY ON RESIDENTIAL ENGLISH SUMMER CAMP AT TONBRIDGE SCHOOL, JULY 2018**

### **Includes:**

- Statement,
- Implementing the Safeguarding Children Policy,
- Child Protection – Staff Code of Conduct,
- Guidance for Staff Safer Conduct, Duty of Care & Professional Boundaries,
- Rewards, Gifts, Favouritism,
- Abusive Behaviour, Discrimination, Bullying (by Staff or Campers) Policy,
- Photographs & Videos of Children Policy,
- E-Safety & Staff Social Media Policy,
- Social Contact with Campers Policy,
- Suitability Checks for Residential Staff and other Adults (part of Safer Recruitment Policy),
- Supervision and Monitoring of Staff at Tonbridge School,
- ‘Prevent Policy’ at Tonbridge School,
- Campus Safety, Supervision During Free-time and Attendance Policy at Tonbridge School and off-campus,
- Registrations and Attendance,
- Rules & Disciplines.

This policy regards campers enrolled on our Residential English Summer camp. These campers are all children, accommodated in boarding houses at Tonbridge School, Kent. They are all covered, regardless of race, gender, nationality and religion, and are entitled to protection.

This policy is obligatory for all staff to read. Tonbridge School personnel, and sub-contracted service providers such as taxi/coach companies, activity session leaders and tour guides, can find this policy on our website [www.churchilleducationUK.com](http://www.churchilleducationUK.com).

### **Terminology**

**Safeguarding:** is the action we take to promote the welfare of children and protect them from harm. It means caring for children appropriately and protecting them from that which is not in their best interests; as such, it includes health and safety, child protection and pastoral care. Connected to safeguarding is the phrase 'Duty of Care'; there is a legal responsibility that adults who work with children as professionals or volunteers have a duty to look after them properly; children depend on adults for their safety and well-being.

**Child protection:** means protecting children from abuse. The definition of abuse commonly used by the World Health Organisation: *'Child abuse' or 'maltreatment' constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.'* Abuse is also defined by inflicting harm or by failing to act to prevent harm.

**U18:** refers to people under the age of 18.

**Laws and government documents: a number of key related legislation and key publications,** alongside guidance from English UK and Young Learners English UK, were used to help write this policy:

- The Children Act 1989 - Duty to safeguard & promote welfare of children
- Local Government Act 2000 - Sectors in local authorities to work together
- Children Act 2004 - Local Safeguarding Children Boards established
- Protection of Freedoms Act 2012 - DBS created from CRB & ISA to help safer recruitment
- Counter-Terrorism & Security Act 2015 - Prevent: duty to counter extremism and radicalisation
- Working Together her to Safeguard Children (March 2015)
- What to do if you're worried a child is being abused
- Keeping Children Safe in Education (May 2016) – Statutory guidance for schools and colleges

## **INTRODUCTION**

Safeguarding is about:

- o building and not compromising relationships of trust between U18s and adults
- o ensuring appropriately safe systems are in place for the well-being of U18s o having clear procedures in place if things do go wrong

Churchill Summer Camp takes very seriously our commitment to the provision of a safe and stimulating environment that is responsive to the needs of young campers (aged under 18).

We therefore take seriously the responsibility to safeguard and promote the welfare of campers, and work to ensure adequate arrangements to identify, assess, and support any student who is suffering harm, distress, neglect, abuse or injury.

We recognise that all adults, including temporary staff and non-Churchill Summer Camp employees, have a full and active part to play in protecting our campers from harm, and that the student's welfare is our paramount concern.

### **Roles**

- All staff should act as role models.
- All staff are obliged to abide by our Policy. A child may choose any adult to talk to.
- Everyone needs to have a good understanding of and a positive attitude to safeguarding.
- There is strong leadership from the top to ensure that safeguarding is properly embedded.
- 2 DSLs (Designated Safeguarding Leads) - One or the other can be contacted 24hrs 7 days a week while at Tonbridge School, either in person at the office, by phone 07597906922 or by email: [Director@churchilleducationuk.com](mailto:Director@churchilleducationuk.com)
- Our 2 DSLs are responsible for: keeping written records of concerns about a student (even if there is no need to make an immediate external referral); ensuring that all such records are kept confidentially and securely; organising student protection awareness training and guidance for staff at induction.
- Our DSLs are responsible for communication with external bodies (eg. police, NSPPC or LSCB, the Local Safeguarding Children Board).
- Our DSLs can deliver the relevant parts to our staff during Induction, with our DSP.
- Our Director,
  - o Ensures that our selection and recruitment of staff meet the requirements as set down in 'Safer Selection & Recruitment' guidance.
  - o Ensures that we carefully select our staff and undertake references and collect police & criminal checks to help ensure that employees are suitable to work with young campers.
  - o Is responsible for keeping written records of concerns about staff.

### **Training**

- Group leaders receive the policy only.
- All other staff are trained during the induction to provide a caring, positive safe and stimulating environment.
- They undergo online training provided by <http://www.safeguardingchildren.co.uk/learning-improvement/nyscb-basic-awareness-elearning>
- Our Director provide face-to-face training during the Induction Course and is responsible for monitoring the performance of staff members in their team.

### **Availability and Delivery of the Policy**

- Our Director is responsible for distributing all digital and paper versions of all Policies, the Staff Handbook, and all recruitment materials.
- Paper copies of the Policy are distributed to all staff in the Induction Course and to all Group Leaders upon arrival.
- This Policy is available on the website for parents/guardians to read.

### **Review of the Policy**

- The Policy is renewed annually in May every year by our Directors.
- With each new camper arrival or enrolment, parts of the Policy may undergo review to accommodate the needs of particularly vulnerable campers.
- It will also change in light of new legislation. However, this version carries minimal reference to updated guidance/legislation on 'female genital mutilation' and 'child sexual exploitation'.
- We welcome feedback from all parties to inform our annual review.

## Implementing the Safeguarding Children Policy

Churchill Summer Camp intend to build trust between campers and staff, children and adults, and create a safe school culture.

Remember, a child may choose any adult to talk to. This Policy is to protect both staff and campers.

Remember, abuse includes 4 areas: physical, sexual, emotional and neglect.

### Protecting Campers and supporting them throughout

- We recognise that a camper, who is harmed, injured, neglected or abused, or witnesses any of them or any violence, may develop negative emotions, and we believe we have the means to support them.
- We recognise some children have more complex support needs, caused by a range of factors, e.g. disability, health or development being impaired, poor home or social environment, family issues, parent/guardian issues.
- We recognise that all matters relating to camper protection are confidential.
- We recognise that our staff play a significant part in the prevention of harm to our campers by providing campers with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- To do this, staff need to respond if they see anything themselves, and also if they hear anything.
- We therefore: establish and maintain an ethos where campers feel secure and are encouraged to talk and are always listened to; ensure that all campers know there is an adult in the school whom they can approach if they are worried or in difficulty.
- To maintain this ethos, staff need to remain consistent and positive, be transparent in their discipline, use praise, listen, and grade the language they use.
- After campers return home we will support all campers by providing continuing support, by ensuring that appropriate information and records are forwarded confidentially to the camper's parent.

### Allegations

- Allegations are taken to mean information which indicates that either an adult or another child may have:
  - o behaved in a way that has or may have harmed a child
  - o possibly committed a criminal offence against or related to a child
  - o behaved towards a child in such a way that indicates s/he would pose a risk of harm to children

### Allegations against Campers made by other Campers or Staff

- Campers are encouraged to report any behaviour that makes them uncomfortable or upset.
- A camper who is abused or threatened may be pressured by the perpetrator to keep the abuse a secret . Telling a member of staff will take a great amount of courage. Children have to grapple with a lot of issues, including the fear that no one will believe them or that the problem will get worse after the accusation.
- Our Rules and Discipline Procedures (in the Camper Handbook) state how a camper may be reprimanded, but depending on the seriousness of the accusation; the investigation stages may be quite different.
- The DSL will decide when to inform any external agencies, eg. the LSBC.
- The Anti-Bullying Policy procedures (when a camper accuses a bully) may differ very slightly from the below, especially at the reporting stages.

### Handling a Disclosure from a Camper (about abuse by an adult or child)

- A child may choose any adult who they want to talk to. This guidance is for all staff who encounter a camper that wants to talk. Staff must remain calm and show support to the camper throughout the disclosure phase. The following guidelines will help lessen the risk of causing more traumas to the child and/or compromising an investigation during the disclosure phase.

- **Receive:** *Listen* to what they are saying without displaying shock or disbelief or denial. If you display denial to a child, or show shock or disgust at what they are saying, the child may be afraid to continue and will shut down. *Accept* what is being said without judgement.
- **Reassure:** *Reassure* the child that they did nothing wrong and that you take what is said seriously. *Do not make* promises that you can't be sure to keep, e.g. "everything will be all right now". *Do not promise* confidentiality or agree to keep secrets. You have a duty to report your concerns. *Tell* the child that you will need to tell the Directors. *Acknowledge* how difficult it must have been to talk.
- **React:** *Listen* carefully and patiently. *Do not assume* anything, and *do not speculate or jump* to conclusions. *Do not investigate, interrogate or decide* if the child is telling the truth. *Remember* that an allegation may lead to a criminal investigation, so *do not do anything* that may jeopardise a police investigation. Let the child explain to you in his/her own words what happened, so *do not ask* leading questions. *Ask* open questions like "Is there anything else that you want to tell me?" *Communicate* with the child in an appropriate way to their age and language ability. *Do not ask* the child to repeat what they have told you to another member of staff. *Explain* what you have to do next and *refer* directly to the Director (child protection designated person). *Do not discuss* the case with anyone outside the Director (child protection team).
- **Record:** *Make* some very brief notes at the time as soon as possible and *write* them up in detail later. *Do not destroy* your original notes in case they are required by Court. *Record* the date, time, place, words used by the child and how the child appeared to you – be specific. *Record* the actual words used. *Record* statements and observable things, not your interpretations or assumptions – keep it factual. Sign this record. Hand it to Director confidentially or by email to: Director@churchilleducationuk.com

#### **Stages of investigation (these stages will now begin with the DSL or DSP):**

- **investigate** sensitively to gather more information
- **record and** get signatures from initial reporter; and keep securely
- **inform** group leader / parents prior to any action
- **monitor** as required until No Further Action can be recorded.

#### **Supporting Staff who become involved in the report/disclosure stages**

- We recognise that staff who have become involved with a camper who has suffered any form of harm, or appears to be likely to suffer harm, may find the situation upsetting.
- We will support such staff by providing an opportunity to talk through their anxieties with the Director and to seek further support as appropriate.

#### **Allegations against Staff made by Campers or other Staff**

- It is recognised that in this area of work tensions and misunderstandings can occur. Allegations may be malicious or misplaced. They may arise from differing perceptions of the same event, but are inevitably distressing and difficult for all concerned.
- We understand that a camper may make an allegation against a member of staff. All school staff should take care not to place themselves in a vulnerable position with a camper. It is always advisable for lessons or activities with individual campers to be conducted in view of other adults; however we recognise that this is not always possible. Equally, it must be recognised that some allegations will be genuine.
- All accusations made and incidents that occur will be taken seriously and a thorough investigation carried out. In cases where a staff member is found to be in breach of this Safeguarding Children & Child Protection policy we will follow disciplinary and grievance procedures as detailed in the staff handbook and will involve external agencies (eg. police, LSCB).

**Whistle-blowing (confidential reporting)**

- During Induction, all staff are made aware of their legal obligation to report concerns about: the management of camper protection; the attitude or actions of colleagues and seniors; instances of colleagues and seniors not following the Code of Conduct.
- Whistle blowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Staff who use our whistle-blowing procedure will have their employment rights protected.
- Staff are requested to come to the Office to report their concerns to the Designated Safeguarding Person or Leads.
- We will listen and follow-up these concerns. Staff are requested not to discuss these concerns with colleagues.
- We will maintain confidentiality and support the reporting staff.
- We will not penalise staff for any reporting.

**Record keeping**

- During the summer school period, concerns records/reports of staff and campers are kept in a lockable office.
- The Directors is the only staff with access to them.
- They are kept for 1 year.
- The DSL decides if or when these records are to be passed to any external agencies (eg. LSBC) if required.

**Campers' Awareness**

- Campers are not fully aware of our Policies, though parents and Group Leaders can read our Policies.
- However, they are told to report any behaviour that makes them uncomfortable or upset . In the daily Night House Meetings, and weekly Orientations, they are reminded to speak to any adult if they have problems. In their Camper Handbook they're told to speak to the Director or the House Manager if they are sad or unhappy about anything, and to come to the office if any bullying happens to them. This allows them to choose whether they prefer to confide in a female or not, or somebody they see regularly or not.

**Associated Policies at Tonbridge School**

- Other Policies that share common ground with safeguarding and Child Protection include:
- For campers:
  - Rules and Discipline for Campers - on handouts and throughout their Camper Handbook, as well as in Staff Handbook
  - Camper Absences Policy & Procedures
- For staff:
  - Alcohol, Smoking & Illegal Substances Policy
  - Staff Disciplinary Procedures
  - Guidance for Safer Conduct & Professional Boundaries
  - Supervision & Monitoring of Staff
  - Safer Recruitment Suitability Checks (Police and Criminal Records Checks) Policy
  - Health and Safety Policy (covers First Aid, Fire, Excursions) - abridged booklet given to staff at induction, full version kept in the office
  - Data Protection
  - IT Acceptable Usage Policy
  - Safer Recruitment Policy

## CHILD PROTECTION – STAFF CODE OF CONDUCT

### Guidance on Staff Conduct

We endeavour to:

- keep campers safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided;
  - assist staff to work safely and responsibly and to monitor their own standards and practice;
  - support Director in setting clear expectations of behaviour;
  - give a clear message that unlawful or unsafe behaviour is unacceptable and that disciplinary or legal action may be taken;
  - support safer recruitment practice;
  - minimise the risk of misplaced or malicious allegations made against staff;
  - reduce the incidence of positions of trust being abused or misused.
- 
- Churchill Summer Camp ensure that all staff who work with our campers are competent, confident and safe to do so. Before placing them in a position of trust they undergo an induction.
  - However, we recognise that policy documents, handbooks and induction guidance cannot cover all eventualities. Company guidance cannot provide a complete checklist of what is, or is not inappropriate behaviour for adults in all circumstances. Furthermore there may be circumstances in which staff have to make decisions or take action in the best interests of the camper which could contravene any guidance given. Staff are expected to make judgements about their behaviour in order to secure the best interests and welfare of the campers. Such judgements, in these circumstances, should always be shared with a line manager.
  - Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential. Staff should avoid any conduct which would lead any reasonable person to question their suitability, motivation and intentions, and must work in an open and transparent way. Behaviour at all times should demonstrate integrity, maturity and good judgement.
  - The same professional standards should always be applied in any context regardless of campers' culture, disability, gender, language, racial origin, religious belief and/or sexual identity. The same standards should apply whether working on-campus or off-campus (where the setting may appear to staff and campers less formal than the normal workplace).

### Infatuations & Sexual Contact

- Occasionally, a camper may develop an infatuation with a staff member. These staff should: deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned; be aware that such infatuations carry a high risk of words or actions being misinterpreted; therefore make every effort to ensure that their own behaviour is above reproach; and to avoid any hurt, distress or embarrassment.
- Intimate or sexual relationships between campers and staff will be regarded as a grave breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable. Any sexual activity may be regarded as a criminal offence and will always be a matter for disciplinary action.
- Campers and young people are protected by specific legal provisions regardless of whether the person consents or not. The sexual activity referred to does not just involve physical contact. It may also include non-contact activities, such as causing campers to engage in or watch sexual activity.
- Staff should be aware that consistently conferring inappropriate special attention and favour upon a camper might give rise to concerns about their behaviour.
- Staff should not have any form of communication with a camper which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.
- Staff must not make sexual remarks to, or about, a camper or discuss their own sexual relationships with or in the presence of campers.

### **Physical Contact**

- There are occasions when it is entirely appropriate for staff to have some physical contact in ways which are appropriate to their professional role and responsibilities. Sports or dance activities may involve some physical contact, eg. to demonstrate technique or a particular piece of equipment, to adjust posture, or to support a camper so they can perform safely without injury. It should take place in a safe and open environment that is easily observed by others and last for the minimum time necessary. Always explain to a camper the reason why contact is necessary.
- Not all campers feel comfortable about physical contact, and staff should not make the assumption that it is acceptable practice to use touch as a means of communication. Permission should be sought from a camper before physical contact is made.
- Staff must be aware of cultural or religious views about touching and always be sensitive to issues of gender.
- Staff must never touch a camper in a way which may be considered indecent or indulge in 'horseplay'.
- Staff should be aware that even well intentioned physical contact may be misconstrued by the camper, an observer or by anyone to whom this action is described. Staff must be prepared to report and explain actions and accept that all physical contact be open to scrutiny.
- Therefore, although Churchill Summer Camp accept that different cultures and group leaders have different views of physical contact, that they be aware of this Code of Conduct.
- One important principle of this policy is awareness of other people's interpretations of what they see or hear.

### **Physical Intervention and Control**

- We acknowledge that the decision whether or not to intervene physically is down to professional judgement of the staff member concerned and should always depend on the individual circumstances. There are circumstances in which staff working with campers displaying extreme behaviours can legitimately intervene by using either non-restrictive or restrictive physical interventions if they have failed to defuse situations any other way.
- Staff may use physical intervention as a last resort, and are empowered to use reasonable force to prevent campers from hurting themselves or others, from damaging property, or from causing disorder, by using minimum force for the shortest period necessary. Such events should be reported to the Director.
- Under no circumstances should physical force or intervention be used as a form of punishment.

### **Behaviour Management**

- Staff should not use any form of degrading treatment to punish campers. Sarcasm, demeaning or insensitive comments are not acceptable. The use of corporal punishment is not acceptable.
- The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed.
- Staff must report any situation where a camper becomes distressed or angry to the Director.

### **First aid, Comforting and Caring**

- There are occasions when a distressed camper needs comfort and reassurance and this may involve physical contact. Staff should use their professional judgement to comfort or reassure a camper in an age-appropriate way whilst maintaining clear professional boundaries.
- When administering first aid or medication, wherever possible, staff should ensure that another staff is aware of the action being taken, explain to the camper what is happening, and report and record it.

### **Privacy and One-to-one Situations**

- In houses when on duty staff must be aware of campers' rights to privacy in their bedroom and showers. Due to health and safety considerations there may sometimes be a need for staff to be present during these situations. But they should avoid intrusive behaviour and should announce their intention to enter or be present.
- Staff should avoid carrying out any duty in a remote or secluded area where there is a camper present, though this may be unavoidable, and may indeed be necessary to ensure safety.
- All activities should never take place one-to-one.
- If any staff member has to transport a camper by private transport they must consider safety and always report it to the Director as soon as possible before or after.

### **Confidential and Sensitive Data about Campers**

- Emergency Contact details for each camper are collected at Check-in or in Orientations, once a week, for the company to use in cases of emergency. This information should be handed at the Office to the Director, who will store this confidentially.
- Sensitive medical data will be shared between First Aiders and the Directors, and may be passed to the relevant staff responsible for supervising the specific camper. Staff must also read our Data Protection Policy.

## GUIDANCE FOR STAFF SAFER CONDUCT, DUTY OF CARE & PROFESSIONAL BOUNDARIES

### Standards

Staff can help Churchill ES develop an open, honest and supportive culture with clear boundaries, a 'safer school' culture - safer for campers and for staff.

### **Staff can also help campers in the following ways:**

- help campers understand, use graded and appropriate language to their age and language ability
- assist them to make sensible decisions
- set safe and clear boundaries
- respond and react, don't ignore
- listen, be interested and get to know the under 18s and what they're doing
- be responsible and a good role model
- be approachable
- show that you care, even when that means saying 'No' to an under 18
- be alert; notice things, especially things that don't seem quite right
- have effective communication systems amongst all the adults so that information that matters is easily received and then shared with those who need to know.
- contribute to a culture of safety for under 18s throughout the organisation.

### Duty of Care

- As a staff member working with campers under 18 years of age, there exists a professional/legal duty of care and trust between staff/adult and camper/child. This relationship must not, under any circumstances, be abused in any way.
- Professional Boundaries not only extend to how we act and respond to the needs of those in our care, but also to how we, as individuals, work together to show professionalism, commitment, legal duty, obligation and responsibility to the summer school.
- Because all staff are working in a residential environment, Professional Boundaries are not just about adult < > child conduct or child < > adult (ie. staff to camper, camper to staff) interaction, but refer to adult < > adult (ie. between colleagues) interaction.
- This Code of Conduct is important to protect staff by ensuring they avoid getting into compromising situations where misunderstandings or malice put them at risk. Breaking this position of trust is breaking the employment contract and in some instances is also breaking the law. For example, any person in a Position of Trust engaged in sexual activity of any sort with campers under the age of 18 is breaking the law (even if the age of consent is 16) according to the Sexual Offences Act 2003.

**The following are some examples of breaches of boundaries, some more obvious than others, that may result in investigations being carried out and reports made - but it is by no way an exhaustive list:**

### Regarding Adult < > Child interaction

- Shouting at a camper or campers (except in situations of extreme danger).
- Physical contact (except when used to prevent harm).
- Ridiculing or bullying campers.
- Making suggestive remarks or gestures towards campers, or colleagues while campers are present.
- Being aggressive towards campers.
- Threatening or frightening a camper.
- Forcing a camper to do something they do not want to do.
- Ignoring a camper.
- Touching anyone (staff or campers) inappropriately or touching another adult in the vicinity of campers.
- Pursuing personal relationships with campers (or guardians), or becoming involved in their personal affairs.
- Allowing their web profiles to be seen by campers, or uploading photos of, or distributing info about campers.
- Taking photos of campers without authorisation from the Directors or the campers, and for uses other than school purposes.

- Taking campers in private vehicles without authorisation.
- Being alone with just one camper - this is not only for the camper's protection but also the staff member's.
- Allowing a camper's abusive or threatening language, behaviour or attitudes to go unchallenged.
- Using campers' native languages in conversations with an exclusive nationality group of campers.
- Not recognising that different cultures have different attitudes to boundaries, personal space & sensitive topics.
- In situations where physical contact with a camper is unavoidable (greetings, goodbyes, hugging), ensure this is unreciprocated and occurs in public places.
- Communicating via phone/email/text/internet /online-gaming with any camper.

**Regarding Adult < > Adult interaction, or Adult behaviour in the vicinity of campers, and other actions at work or outside of work while at Tonbridge School or on Excursions/ at Airports**

- Swearing in the vicinity of campers.
- Smoking or drinking alcohol while on duty or in the vicinity of campers.
- Taking drugs during the contract of employment.
- Making suggestive remarks or gestures towards colleagues while campers are present.
- Socialising during working hours.
- Having negative effects on campers by late night disturbance or noise while under the influence of alcohol.
- Making or receiving personal calls/text messages, using internet or accessing social networks on mobile phone while on duty.
- Listening to headphones while on duty.
- Mixing personal life with professional role at work.
- Failing to report any health and safety concerns.
- Entering another residential house where they are not living – they must first contact and ask the present Director (a House Manager, Leader or Teacher) for permission. This is essential during periods that campers are out of lessons, but during lessons permission is not required. Entrance must be recorded on a register or by swipe codes. Staff of the opposite sex must be accompanied round the house by the Director.
- Not reporting anything suspicious between campers and staff.
- Allowing ill-feeling between staff to be witnessed by campers.
- Discussing personal life and anything deemed to be inappropriate in the vicinity of campers.
- Us the same bathroom / toilet facilities as campers, when at Tonbridge School Boarding House.
- Not acknowledging the effect their appearance may have on campers or that it may be hard for some campers to respect them/their role if they do not present appropriately.
- Scenarios and examples of appropriate and inappropriate behaviour are discussed in the Induction. Staff should never do anything they do not want others to see.

**Reporting**

- Staff may feel the need to do some of the above action, thereby contravening the above Code of Conduct, in order to carry out their duties effectively. If so, they must report the incident and their actions to the Directors (Designated Safeguarding Person or Lead) or Line Manager as soon as possible. Staff must also report any incidents of a camper misunderstanding or misinterpreting their actions.
- Staff have a duty to report any allegation or suspicion of inappropriate contact with campers to the Directors (Designated Safeguarding Person or Lead). Staff who witness any of the above actions may report incidences to their Line Managers or the Directors, but witnesses to incidences of inappropriate behaviour between campers and staff must be reported to the Directors (Designated Safeguarding Person or Lead) only.
- All accusations made and incidents that occur will be taken seriously and a thorough investigation carried out. In cases where a staff member is found to be in breach of our Safeguarding Children & Child Protection policy we will follow disciplinary and grievance procedures as detailed in the staff handbook. Records of this may be passed on to the relevant external bodies.

## ABUSIVE BEHAVIOUR, DISCRIMINATION, BULLYING (BY STAFF OR CAMPERS) POLICY

Campers are given information about the Rules and how they will be disciplined if they are found to be guilty of Abusive behaviour, including verbal abuse, harassment, bullying, actual or threatened violence or damage to property.

The below references to all staff.

### Statement

- Churchill Summer Camp is committed to providing a caring, friendly and safe environment for all of our campers so they can learn in a relaxed and secure atmosphere.
- We welcome campers from all backgrounds and will not permit discrimination by campers or staff on the grounds of religion, gender, sexual orientation, or ethnicity. In addition, even greater sensitivity will be shown to campers who are from territories currently in the midst of internal or international conflict.
- We expect campers to be accepting and tolerant of a range of views, lifestyles, religions, and to acknowledge that people think differently and believe different things. Staff are expected to report any incidences where campers' beliefs hurt or denigrate those with other beliefs.
- Bullying and discrimination of any kind is unacceptable at our summer school. If any incidents of bullying or discrimination occur, all campers should be able to report knowing that incidents will be dealt with promptly and effectively. This means that anyone who knows that this is happening is expected to tell a member of staff immediately.

### Anti-Bullying Policy & Procedures

#### Objectives of this Policy

- All the staff, group leaders, parents/guardians and campers should have an understanding of what bullying is.
- All the staff, group leaders, parents/guardians and campers should know what they should do if bullying arises, and is reported, and should be assured that they will be supported when bullying is reported.
- Campers who are bullying need to learn different ways of behaving.

### What Is Bullying?

Bullying is aggressive behaviour with the intention of hurting another person.

Bullying results in pain and distress to the victim. Bullying can be:

- **Emotional** - being unfriendly, tormenting (e.g. hiding things that belong to another camper, using threatening gestures)
- **Silent** - ignoring or excluding a person by trying to stop them joining a group or activity of any kind
- **Physical** - pushing, kicking, hitting, punching or any aggressive behaviour towards another person
- **Racial** - racial comments, graffiti, or gestures that make fun of another person's ethnic background, appearance, religion, way of speaking or any other characteristic
- **Sexual** - unwanted physical contact, sexually abusive comments
  
- **Homophobic** - because of, or focussing on the issue of sexuality
- **Verbal** - name-calling, sarcasm, spreading rumours, teasing
- **Cyber** - All areas of internet , such as email & internet chat room misuse; Mobile threats by text messaging & calls; Misuse of associated technology, i.e. camera & video facilities

Certain campers are more vulnerable, e.g. those with physical disabilities, or those requiring more help with personal care; or campers coming from difficult home situations. Extra attention should be paid to these campers.

### **Signs and Symptoms**

A child may indicate by signs or behaviour that he or she is being bullied. It is important that the staff are aware of these signs and that they should report any suspicions to the Directors if a camper:

- is frightened of walking anywhere on campus
- changes their usual routine
- begins to miss classes
- becomes withdrawn anxious, lacking in confidence, or stammering
- expresses unbearable unhappiness
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- does poorly in class
- has clothes torn
- has possessions which are damaged or " go missing"
- starts stealing money (to pay bully)
- is continually losing money
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

### **Procedures**

1. Report possible bullying incidents to the Director.
2. The Director or Manager will speak with and support the victim. In cases of possible bullying, she will look into and record the incident.
3. The bullying behaviour will be investigated and the bullying stopped immediately.
4. An attempt will be made to help the bully (bullies) change their behaviour.
5. In serious cases group leaders/ parents will be informed.
6. A warning letter will be issued to the bully.
7. If necessary and appropriate, police will be consulted.
8. Relevant staff will be informed.

### **Outcomes**

- 1) The Director/s will support the victim, who will explain what has happened.
- 2) The Director/s will then speak to the bully. He/ she will give an account of what has happened.
- 3) The bully will be asked to genuinely apologise.
- 4) A reconciliation will be attempted between the campers.
- 5) In serious cases, we will consider sending the camper home.
- 6) When the case has been investigated and dealt with, the camper/s will be monitored to ensure that bullying does not take place again. The bully may be asked to sign a behaviour contract.
- 7) Other consequences may take place, according to our Rules and Discipline Procedures.

### **Prevention**

- To prevent bullying and to support our campers having a positive experience, we have a set of rules that encourage respect for all other people and their belongings.
- The timetable and registrations are organised so that we are aware where our campers are at all times.
- We encourage campers to come and see the Director or any adult, if someone is behaving badly towards them or if they are feeling unhappy in any way.
- We give all our campers a Camper Handbook and rules with this information in it.
- House Managers make sure they understand these rules during house meetings.

## PHOTOGRAPHS & VIDEOS OF CHILDREN POLICY

Churchill Summer Camp take photos/videos of campers during the summer courses, which are sometimes used for promotional and archive purposes. These photos may be used on our blog, Facebook page, our website, or other social media. Sometimes photos/videos are used to promote the upcoming activity programme to campers while at Tonbridge School, and they may also appear in print in our promotional brochure, camper handbook and training materials.

### Official photographers

- We have a number of designated official photographers.
- The company collects all the photos/videos taken by our official photographer and any other photos/videos taken by staff, on the Churchill Summer Camp computer hard drive.
- The Directors make the decisions of which photos/videos to keep for future promotional and archive purposes, and which ones to delete.
- The official photographers will carry identification and be introduced to the campers at the welcome assembly.
- When possible they will notify campers that he is taking photos/videos.
- They will notify campers when photos/videos are likely to be uploaded or posted (or re-posted, shared) to a blog, Facebook, Instagram, Twitter etc.

### Other staff taking photos/videos

- Any other staff must not take photos/videos in one-to-one situations; photos/videos which show a single camper with no surrounding context; photos/videos in secret.
- They must not publish photos/videos; share any photos/videos with third parties (other than the Directors).
- They must remain sensitive to any camper who appears uncomfortable, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.
- They must get agreement from the camper before a photo/video is taken.
- Staff are permitted to take appropriate photos/videos in context when they are: supervising Excursions; leading Activities; teaching their Lessons.
- Any members of staff that have taken photos/videos are asked to give them to the Directors, who then ask the staff member to delete the photos.
- If group leaders take photos of campers not in their group, they must ask permission of them.

### Campers' agreement

- Campers, parents/guardians and agents can advise the Directors if they disagree with this policy.
- Campers will be asked during Orientations if they agree to be photographed. They can choose 'no'.
- They should also tell the photographer if they do not agree. The photographer will identify them and avoid taking their picture.
- If campers see a published photo/video of themselves they do not like, they can inform the Directors and we might delete it.

### Suitability Checks for Residential Staff and other Adults (part of our Safer Recruitment Policy)

One objective of Churchill Summer Camp is to ensure the personal safety of all children using the facilities and resources at Tonbridge School, through actively promoting awareness, good practice and sound procedures. Our aim is to ensure, as much as possible, that anyone who seeks to work with or gain access to children through Churchill Summer Camp is safe to do so. Our selection and recruitment procedures meet the requirements as set down in 'Safer Recruitment Guidance' from various charitable, childcare and educational, and government bodies. In accordance with advice on safeguarding children, Churchill Summer Camp ask Staff to complete forms to check for any police records. These are kept on a Single Central Record. Then we implement a number of additional ways of checking the suitability of staff once at Tonbridge School.

### Group Leaders:

Group leaders have unsupervised access to children both in their group, and also those in their house.

All will be checked by Churchill that they have police/criminal records checks. Furthermore, when group leaders arrive at Tonbridge School they sign declarations, as above.

They receive this Policy upon check-in.

## SUPERVISION AND MONITORING OF STAFF AT THE CHURCHILL SUMMER CAMP

Working at Churchill Summer Camp is considered a 'regulated activity', a term used to describe roles where a suitability check is required by law. Our jobs involve responsibility for and substantial access to under 18s.

All staff will be observed/monitored carrying out their duties to ensure that Churchill Summer Camp is fulfilling our health & safety and child protection/safeguarding obligations. Observations will be done in accordance with a set observation schedule, or randomly as required, with the aim of fostering a professional and responsible approach to working in a residential school. Some ways in which we do this:

- Tonbridge School and our Team observe evening House Duties by all staff. Records of names of staff on duty are cross-referenced with a list of staff that do not have a check.
- Directors/Line Managers hold regular staff meet with staff to discuss issues, schedules, operating procedures and staff concerns about welfare, safeguarding, and 'prevent'.
- The Directors spot monitor all staff to ensure House Duties and Meal Supervision are being conducted appropriately.
- The Directors observe evening House Duties by all staff. Support, feedback and advice will be given to individual staff
- DOS observes EFL Lessons – official observations with written and oral feedback given to individual teacher after each lesson to allow both parties to discuss the observation in detail. ADOSs (and sometimes the Course Director) observe EFL Lessons – short ('buzz') observations of each Teacher. General team feedback will be given after each session. This is also part of our CPD offering.
- The Directors may observe Activity Sessions – short informal observations. General team or individual feedback will be given if needed. This is also part of our CPD offering.
  - Staff fill-in Checklists for the following duties: Excursions, House Duties, Campus Patrols, Meal Duties
  - Staff complete and keep Record Files for: EFL Lesson content, Activity session records.
  - Electronic records are kept by Tonbridge School of who enters/exits the houses via swipe codes that allow entrance to locked doors, for most houses. Sign-in/out sheets or digital registers are used in houses where there are no electronic records because there are no swipe codes.
  - We encourage staff to report any incidents of inappropriate staff behaviour, however slight it may be. Reports can be made anonymously or in person and any information given will be treated in the strictest of confidence.
  - Staff are not monitored formally on Excursions, but staff are obliged to write comments in their Checklist of instances or concerns, which the Directors follow-up on later if needed.
  - Sub-contracted providers (driver, instructors) have limited access to children, and are not monitored in the above ways.
  - Because some staff may not have a police/criminal check undertaken, or may be waiting for clearance to come through when their contract begins, unsupervised access to campers is further monitored by Security during Night House Duties, and names are taken so that Security can pay extra attention to those without checks. Un-checked House Managers, who have more unsupervised access than other staff, are always paired with a second House Manager who has had a police/criminal check.

## PREVENT POLICY AT CHURCHILL SUMMER CAMP

### Statement

Churchill ES understands its responsibilities under the Counter Terrorism & Security Act 2015 to reduce the likelihood of people of all ages being radicalised or drawn into terrorism and seeks to meet its obligations in the ways shown below, after setting the context. Prevent is the Government's strategy to stop people becoming involved in violent extremism or supporting terrorism.

### Context

- Churchill ES accepts campers aged 9-14 in July.
- We will have around 20 - 40 campers.
- Churchill ES has always promoted a multi-cultural environment where respect for and tolerance of others beliefs is required.
- Tonbridge School is located in West Kent.

### Leadership

- Responsibility for ensuring Prevent Duty lies with the Director.
- Responsibility for the Prevent risk assessment / action plan lies with the Director.
- Their duties are to ensure delivery of an effective risk assessment / action plan and Policy as outlined here.
- Responsibility for passing the Policies to all staff and group leaders lies with the Director.

### Risk Assessment of current situation and Action Plan for future

- A risk assessment / action plan shows what is already being done and what still needs to be done; it will be reviewed and updated at least annually and as and when necessary in light of developing circumstances.

### Working with local partners

- The Director has contact with the local police/local authority Prevent coordinator to understand their role and the support available (e.g. via the Channel process).
- Churchill ES will share information with all local organisations as appropriate.

### Understanding terminology

We ask all staff and group leaders to understand the following terms and definitions.

We ask all campers to be tolerant and respectful. The '4 core British values' do not appear in the Camper Handbook, but they may be covered in the syllabus culture lessons. Definitions:

- Radicalisation = the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.
- Extremism = holding extreme political or religious views which may deny right to any group or individual.
- Extremism can refer to a range of views, e.g. racism, homophobia, right-wing ideology, religious extremism.
- Extremism can be expressed in vocal or active opposition to core British values.
- Core British values - including:
  - (i) democracy,
  - (ii) the rule of law,
  - (iii) individual liberty
  - (iv) respectful tolerance of different faiths or beliefs.

### Understanding risk of extremism

- Staff, campers and group leaders may arrive at school already holding extremist views.
- Or, whilst part of the school, they may be influenced by a range of factors: eg. global events, peer pressure, media, family views, extremist materials online, friends or relatives being harmed, social networks.
- People who are vulnerable are more likely to be influenced.
- Their vulnerability could stem from a range of causes: eg. loss of identity or sense of belonging, isolation, exclusion, mental health problems, sense of injustice, personal crisis, victim of hate crime or discrimination, bereavement.

### Counteracting risks

- Churchill ES *promote* a safe and supportive international environment via clear expectations of accepted behaviours and those that will not be tolerated.
- Campers *receive* this information: written in the Camper Handbook; presented in Welcome Assembly, discussed and comprehension checked in house orientations weekly; discussed and comprehension checked in lessons twice in the syllabus during summer. Some campers receive written translations in some languages.
- Churchill ES *exemplify* core British values: via the Churchill ES rules in the above mentioned Handbook and translated documents given to campers; notices around school; via lessons incorporating UK laws, Churchill ES rules and British values which may include within lessons on culture/traditions in the syllabus.
- This approach *educates* about life and society in UK, which may or may not be different to other countries. Churchill ES also *give* a voice to all campers to talk about their countries in the lessons.
- All staff *should challenge* radical or extremist views in any context. This should be done as an immediate response, by the staff referring to the international environment of Churchill ES, and the tolerance that is expected; then informing campers of the consequences of breaking rules; then reporting concerns.
- All staff *should get to know* campers, their activity preferences and friendship groups. Through knowing campers well, staff *can spot* changes in behaviour. Therefore staff *should notice* any signs of radical or extremist behaviour.

All staff should *follow guidance* on how to communicate with children of different languages and cultures and do so within professional boundaries, so they should *challenge* behaviour and extreme views calmly and neutrally.

- All staff *will support* any campers identified as vulnerable.
- Churchill ES *to operate* (strong) filters on IT equipment and accessing extremist / terrorist websites / uses of social networks to exchange extremist / terrorist views.
- Churchill ES *will react* when world or local events cause upset and the likelihood of conflicting feelings being expressed. Su Barnard and Nick Barnard take initiative in these situations.

### Training – staff and group leaders

- Staff complete generic online training, provided by Education and Training Foundation, during induction.
- Staff receive this Policy and face to face training in induction to ensure they understand this policy:
  - i. context and expectations of Prevent (above).
  - ii. their duty to implement the policy (above).
  - iii. understand terminology and risks associated (above).
  - iv. ways Churchill ES handles the risks (above).
  - v. how to identify and support vulnerable campers (below).
  - vi. know the lead Prevent person and procedures for communicating concerns (below).
  - vii. know the importance of their own behaviour and professionalism in (a) being exemplars of British values and (b) not expounding their personal views to campers on sensitive matters (Professional Boundaries).

**Group leaders** receive Group Leader Handbooks and are made aware of key parts of the policy:

- a) understanding terminology.
- b) importance of maintaining a supportive and tolerant society within school.
- c) what core British values are and why they are considered important.
- d) that they must report any concerns / incidents and procedure for that.

### Information – campers and parents

**Campers** receive Camper Handbooks and Lessons, and via posters and the Welcome Assembly, are made aware of key parts of the policy:

- a) importance of maintaining a supportive and tolerant socially within school. Prevent is not mentioned by name, but alongside many rules, campers are asked 'please do not show extreme attitudes or behaviour'.
- b) what core British values are and why they are considered important. These are referred to as values of the summer school international environment.
- c) that they must report any concerns / incidents

### Signs that may cause concern

The following may or may not be the result or cause of extreme behaviours and attitudes:

- Campers talking about exposure to extremist materials or views outside school
- Changes in behaviour (e.g. becoming isolated)
- Changes in attitude (e.g. intolerant of differences)
- Poor attendance
- Fall in standard of work, disengagement
- Asking questions about certain topics (e.g. connected to extremism)
- Offering opinions that appear to have come from extremist ideologies
- Attempts to impose own views / beliefs on others
- Use of extremist vocabulary to exclude others or incite violence
- Accessing extremist material online or via social network sites
- Ownership of images showing extremist ideology / views / symbols

Any concerns relating to a **person under 18** are also **safeguarding** issues and should be dealt with by the Director, and where necessary, the LSCB contacted.

### How and when to react to concerns

- The Director is the Prevent lead and will coordinate a time and place to speak to the camper or concerned person.
- Staff should contact them in person in the office to maintain confidentiality, or Email [Director@churchilleducationuk.com](mailto:Director@churchilleducationuk.com).
- As part of our 'whistle-blowing' approach, Churchill ES assures confidentiality for people reporting concerns, and reassure all parties they will be dealt with sensitively and carefully. **Kent Police Team** ( Linda Baker at [linda.baker@kent.pnn.police.uk](mailto:linda.baker@kent.pnn.police.uk), phone number: **07772 226021**).

### Government

- The 'Counter-Terrorism and Security Act 2015' places a statutory obligation on all schools such as Churchill ES to 'have due regard to the need to prevent people from being drawn into terrorism'.
- 'Prevent' is a UK Government initiative to reduce the risk of radicalisation, and to identify and safeguard the vulnerable.
- It is aimed at identifying and preventing potential extremism. This applies to any extremism: eg. promoting radical views; terrorism; racism; homophobia; right-wing ideology; sexual exploitation.
- It inherently involves upholding 'British Values': ie. democracy; the rule of law; individual liberty; mutual respect and tolerance of different faiths and beliefs.
- Updated government guidance documents for Further Education came into effect on 18 September 2015.

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

### Churchill Education Services

- Churchill ES believes its own values and we will closely match the above. All staff are expected to exemplify these.
- However, we cannot expect all campers to immediately have the same levels of openness to these values, or the same range of pre-Summer School life experiences. Thus, we must lead by example.
- Some examples of ways of doing this in Lessons, Activities and during House : e.g. negotiating agreed rules for certain activities, giving campers a voice or a vote; enforcing rules transparently; discussing topics as they arise, only in situations when privacy or confidentiality is not warranted; demonstrating how to cooperate in a global and culturally mixed community.
- Especially during Lessons, Churchill ES should encourage 'critical thinking'. When campers are relying on other sources of information (especially online) Churchill ES should encourage campers to consider who is writing and why.
- As well as expecting campers to speak and to practise communication, staff must also teach campers to listen, and therefore to accept other views/opinions.
- All staff must recognise that if one camper has offended another, the staff are there to maintain some balance to their voices; the camper may not have intended to offend.

- Like any instance of rules being broken, staff must judge when and how to react, and how this could affect the other camper members/participants who are not involved. As per the 'Professional Boundaries' section 28 of the Staff Handbook, staff must always remain calm and reasonable.
- As well as recording concerns, staff must also record in their Duty Checklists or Lesson Contents Forms and incidence of having dealt with any abusive behaviour or attitude.
- Likewise, staff must record any opportunity they have had to promote the core
- 'British values', which can be done via discussions, posters, camper project work Churchill c.
- All staff must *refer* to section 37 of the Staff Handbook 'Rules & Disciplinary Procedures for Campers', although it is the general and does not make reference to these specific obligations above.
- Tonbridge School also meets its responsibilities, part of which are to block certain website and phone applications. Unblocking of these can be requested by staff and campers at the Office.

## REGISTRATIONS AND ATTENDANCE AT CHURCHILL SUMMER CAMP

### Attendance & Absences in Lessons - Policy & Procedures

- Campers must attend every Lesson. Campers must be punctual and arrive on time.
- Churchill ES check attendance in every class.
- Churchill ES report absences 5 minutes after each Lesson has begun.
- If a camper is not in class, their name is written on an 'Absence Form'.
- The Group Leader collects and bring the 'Forms' to the office at approx. 10am and 12pm (or 1.30pm when we have sports activity/clubs).
- If the camper is ill, the Group Leader must assess their health. Records are kept on the 'Form' and in the medical folder.
- If a camper is asleep and avoiding class, they are sent to class. Records are kept on the "Form".
- If a camper arrives at Lessons *later* than 5 minutes s/he will already be considered *absent*.
- Every camper that is *late* or *absent* is recorded for record purpose.

### Attendance & Absences in Houses - Policy & Procedures

- Churchill ES check their iPad or paper register every time a camper enters or leaves house in afternoon/evening or during meals/breaks.
- Churchill ES sit near the entrance of house on duty. When they patrol the house, the register is left at the door for campers to sign themselves in and out.
- At approx. 10.10pm every night CHURCHILL take the house register.
- Churchill ES give out any 'Night Notes' with messages from the office to campers at this house.
- If a camper does not attend, and they are not in the house, the Security or the Churchill ES of others houses is contacted. If their presence is unknown and they cannot be found in another house or building, Security will patrol and check the campus. If the camper is missing for an excessive amount of time the Directors, Security and Safeguarding Lead will make a decision about what action to take.
- Campers who want to go to bed before registration must let the duty staff know, and the staff can read any notes/messages to them before they sleep at their chosen time.

### Attendance & Absences at Activity Registrations in the Quad (Assembling Point) - Policy & Procedures

- All groups have a clear gathering point, shown to them or their GL after the Assembly.
- Wait in the Quad for the campers to gather.
- Campers register their name and age on the paper register; Registers are kept in the office between registrations.
- GL ask and log their choice of activity/Free-Time.
- GL are responsible for recording and enforcing the rules on their campers who do not attend registers.
- After registration, campers join their chosen activity.
- GL keep registers of the attendees at their session, and log any campers who leave early or join late.
- CHURCHILL keep registers of the campers.

Churchill Education Services Ltd. reserves the right to amend and update the policies at any time as appropriate.  
Last update: 21st February 2018