



— OFFICIAL COMPANY DOCUMENT —

safeguarding & child protection

policy

Camp 4 Champs Ltd

Company No. 10035921

85 Great Portland Street, London, W1W 7LT

● REGISTERED OFSTED PROVIDER

VERSION

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APPROVED BY

Directors (DSL & DDSL)

1 | safeguarding statement and ethos

Camp 4 Champs is committed to providing a safe, positive and fun environment where every child is protected, respected and supported. Safeguarding is the responsibility of every adult working with us. Children must always be treated with dignity, care and fairness.

We promote a culture of openness and accountability. All staff, Managers, Directors, external providers, contractors, visitors and Rookie Coaches have a duty to report concerns immediately. We act early, follow procedures and work with families and agencies when needed.

2 | our approach to safeguarding

At Camp 4 Champs we believe children thrive when they feel safe, valued and supported. Our approach goes beyond the basic legal requirements because we want every child to enjoy their time with us with confidence and positivity. We invest in training, build strong relationships and create an environment where children are listened to, encouraged and genuinely cared for.

Our teams work together to maintain a warm, safe and purposeful setting. Managers use regular safety briefings, clear guidance and active oversight of group dynamics to keep supervision strong. Directors stay actively involved in safeguarding decisions and monitoring across all sites.

Where additional supervision is required for an individual child or a specific activity, this is only provided by advance arrangement and where resources and staffing allow. Our culture is simple: we notice, we support and we act early so that problems do not grow.

3 | scope of this policy

This policy applies to:

- Directors
- Managers (site leads)
- Seasonal staff
- Contractors and external providers
- Visitors and volunteers
- Rookie Coaches (14 to 16)
- All children attending Camp 4 Champs

It covers safeguarding and child protection expectations on site, during activities and during arrival and dismissal.

This policy should be read alongside:

- Behaviour Policy
- Staff Code of Conduct
- Safer Recruitment Policy
- Privacy and Data Protection Policy
- Health and Safety Policy
- Complaints Policy
- Missing Child Policy
- Uncollected Children Policy
- Medication Policy
- Rookie Coach Programme Policy (internal)

4 | legal and regulatory framework

Camp 4 Champs follows the laws and guidance below:

- Working Together to Safeguard Children 2023
- EYFS safeguarding and welfare requirements (where applicable)
- Childcare Act 2006
- Children Act 1989 and 2004
- Prevent Duty
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Relevant insurer conditions and risk controls

Where guidance differs, the highest standard applies.

5 | definitions

- **Child:** Anyone under 16 at camp.
- **Safeguarding:** Protecting children from harm, abuse, neglect and unsafe practice.
- **Child protection:** Action taken where a child has suffered or is at risk of significant harm.
- **DSL:** Designated Safeguarding Lead.
- **DDSL:** Deputy Designated Safeguarding Lead.
- **Manager:** Site leader responsible for day to day operations on site.
- **Rookie Coach:** A child aged 14 to 16 attending on a supervised helper pathway. They are not staff, not counted in ratios and have no responsibility for other children.
- **Allegation:** A claim that an adult (or a helper in a role of trust) has harmed a child, may harm a child, may have committed a criminal offence against a child, or has behaved in a way that makes them unsuitable to work with children.
- **Low level concern:** Behaviour by an adult that is inappropriate or a breach of professional boundaries, but does not meet the threshold for an allegation.

6 | safeguarding leadership structure

KEY SAFEGUARDING CONTACTS

Designated Safeguarding Lead (DSL): Helen Goodacre, Founding Director

Deputy Designated Safeguarding Lead (DDSL): Victoria McKay, Executive Director

Inclusion Lead: Victoria McKay

The DSL or DDSL must be contacted immediately where any safeguarding concern arises.

Named roles for this policy introduction:

- **DSL:** Helen Goodacre, Founding Director (QTS, MEd)
- **DDSL:** Victoria McKay, Executive Director and Inclusion Lead

Throughout this policy they are referred to as the DSL and DDSL. They can be contacted by emailing bookings@camp4champs.co.uk or calling 020 8103 0101.

The DSL and DDSL:

- lead safeguarding across all sites
- advise Managers and staff
- report to external agencies where required
- handle all serious concerns and allegations

- oversee safer recruitment checks and training expectations
- maintain safeguarding records securely
- review safeguarding themes, patterns and learning

The DSL or DDSL must be contactable during operating hours.

7 | responsibilities of all staff

Where a child is at immediate risk of harm or requires urgent medical attention, emergency services must be contacted immediately by calling 999, and the DSL or DDSL informed as soon as possible.

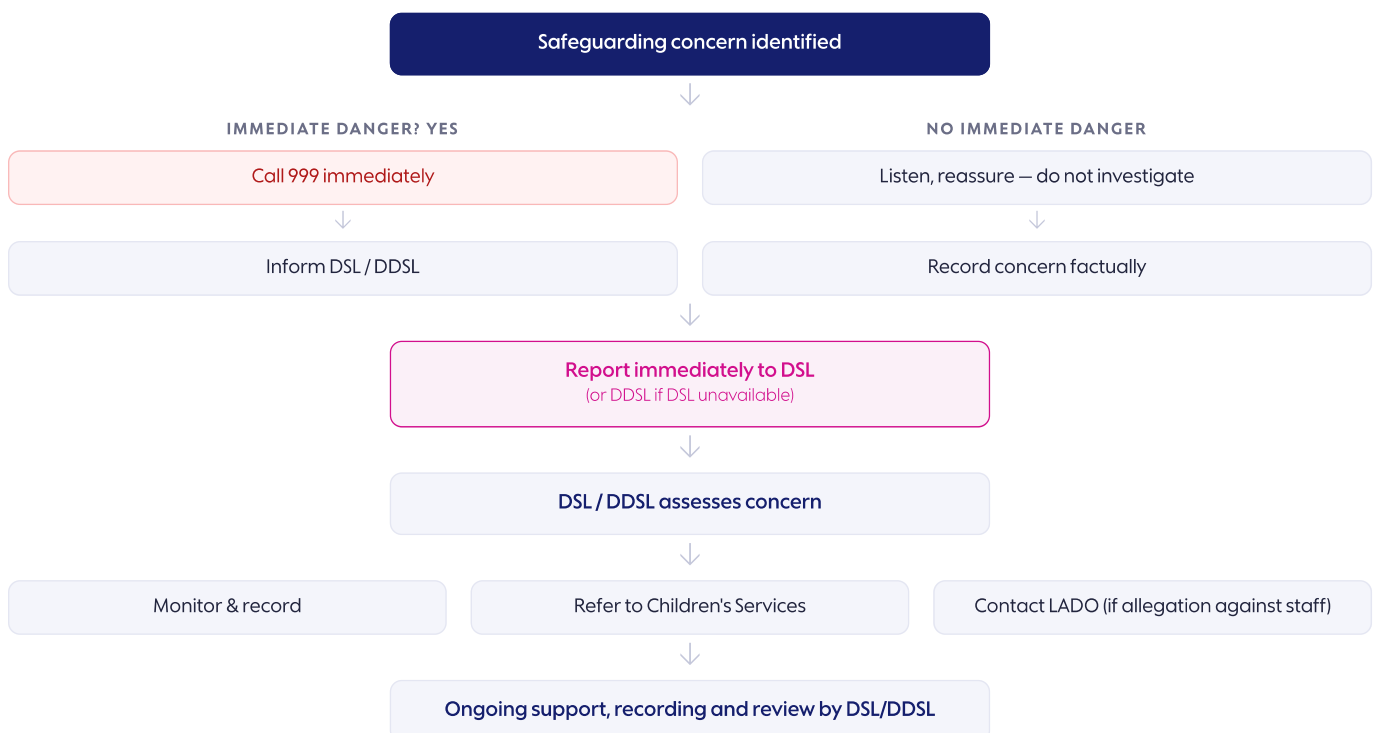
Every adult working for Camp 4 Champs must:

- safeguard children at all times
- report concerns immediately and follow escalation procedures
- follow this policy and all relevant procedures
- maintain professional boundaries
- keep children within sight and hearing as required
- complete required training and induction before working with children
- challenge unsafe practice and report concerns about colleagues
- maintain confidentiality and follow data protection rules
- feel confident to raise concerns, challenge unsafe practice and escalate issues without fear of blame or repercussion

Staff must never ignore a concern about a child or a colleague.

All safeguarding concerns must be reported and escalated in line with the safeguarding reporting flow. External safeguarding escalation, including referral to Children’s Services, the Local Authority Designated Officer (LADO), the police or Ofsted, is managed by the DSL or DDSL in line with the Camp 4 Champs Escalation & External Contacts Register found at the end of this document.

— SAFEGUARDING REPORTING FLOW



8 | manager responsibilities (site leads)

Managers must:

- lead day to day safeguarding arrangements on site
- ensure appropriate supervision and safe group management
- use regular safety briefings and reminders to support consistent practice
- respond to parent queries appropriately and escalate sensitive matters
- record incidents, accidents and actions taken
- ensure secure site access and visitor controls
- lead emergency procedures including evacuation and lockdown where applicable
- escalate safeguarding matters to the DSL or DDSL immediately

Managers do not make safeguarding threshold decisions. All threshold decisions sit with the DSL or DDSL.

9 | safer recruitment and vetting

Camp 4 Champs follows safer recruitment practices to ensure only suitable adults work with children. This includes, as appropriate:

- DBS checks and status checks
- identity verification and right to work checks
- reference checks and employment history checks
- supervision arrangements for any adult pending full clearance
- suitability checks for contractors and external providers

No adult may be left unsupervised with children until fully cleared and authorised.

10 | training and induction

All staff must complete induction before working with children. This includes safeguarding training, Prevent awareness and core compliance expectations relevant to their role.

Camp 4 Champs aims to maintain training standards above minimum requirements where it supports safety and consistency across sites. Refresher training is provided and expectations are reinforced through supervision and briefings.

Safeguarding expectations are reinforced continuously through supervision, daily briefings, observation of practice and reflective conversations. Staff are expected to apply safeguarding principles in real-time and adapt practice where risk changes

Staff may not begin working with children until induction and required training are complete.

11 | online safety, staff phones and photography

Children do not use devices or go online at Camp 4 Champs.

Staff must:

- keep personal phones away during sessions unless authorised for an operational reason
- never use personal devices around children
- never take photos or videos of children on personal devices

- never message children or parents using personal accounts or social media

Only the Manager or an authorised adult may take photographs using an approved Camp 4 Champs device, and only where permissions are in place.

Parents and visitors are not permitted to take photographs or videos on site.

12 | send and inclusion

Camp 4 Champs is an inclusive provider within a Level 1 offer. We welcome children with additional needs where their needs can be met safely within our environment through reasonable adjustments and supportive routines.

Parents must inform us of any additional needs before booking. This allows the Inclusion Lead to assess suitability and ensure the setting can support the child safely.

Where increased supervision is required, this is only provided by advance arrangement and where resources, facility and staffing allow. Children whose needs exceed what we can safely manage may not be suitable for the setting. Camp 4 Champs reserves the right to request collection and end attendance if a child is found to be unsuitable or needs have been undeclared.

13 | rising fives and eyfs integration

Camp 4 Champs accepts children aged 4 and above, and may include children who are aged 3 in the Easter before they start Reception in September. We do not accept younger 3 year olds.

EYFS ratio:

- 1 adult to 8 children, or
- 1 adult to 13 children where the adult is qts, eyps or eyt and is leading the group

EYFS children remain within sight and hearing of staff at all times.

— ADMISION OF PRE-RECEPTION CHILDREN (AGED 3)

Camp 4 Champs may accept children aged 3 who are due to start Reception in the forthcoming academic year. As a structured holiday provision operating within defined staffing ratios, our programmes are designed for children who can participate safely and independently within a group environment.

Parents of children aged 3 are required to confirm at the point of booking that their child:

- Is due to start Reception in the relevant September intake;
- Is able to use the toilet independently in a group setting and does not require nappies or pull-ups;
- Can manage clothing and personal care with general supervision;
- Does not require dedicated 1:1 support;
- Is able to communicate their needs to staff;
- Is comfortable separating from a parent or carer.

These requirements reflect the nature of our provision and the need to maintain statutory staffing ratios and safeguarding standards.

Where a child has a disability, medical condition or additional needs, Camp 4 Champs will consider reasonable adjustments in accordance with the Equality Act 2010. Parents are encouraged to contact us prior to booking to discuss any additional support needs so that an informed decision can be made about whether those needs can be met safely within our staffing structure.

If, following assessment, a child requires a level of support beyond what can reasonably be provided within standard staffing ratios, we may be unable to offer a place. Decisions will be made on an individual basis and recorded appropriately.

14 | toileting and intimate care

Camp 4 Champs does not provide intimate care. Staff are not trained to carry out toileting support.

Children must be toilet independent. Staff may give verbal support and guidance and support hygiene routines. Staff may not wipe children or provide regular toileting support.

15 | first aid, medication and medical needs

A trained Pediatric First Aider must be present on site. First aid is delivered by trained staff as appropriate.

Medication may be administered only by authorised, competent adults in line with the Medication Policy, following written parental instructions. All medication administration is recorded.

16 | accident and incident reporting

Accidents and significant incidents are recorded and reported to the Manager. Parents are informed on the day. Serious injuries or safeguarding-linked incidents are escalated to the DSL or DDSL.

17 | behaviour management

Camp 4 Champs promotes positive behaviour through clear rules, calm redirection and predictable routines. Staff must not humiliate, shout aggressively at, or physically punish children.

Safe physical intervention is only used as a last resort to prevent immediate harm and is reported and recorded.

18 | serious behaviour and removal

Immediate collection may be required if a child is violent, repeatedly unsafe or cannot be safely managed. The Directors may refuse future attendance where behaviour presents ongoing risk.

19 | bullying and peer on peer abuse

Bullying and peer on peer abuse are not tolerated. This includes physical abuse, emotional abuse, sexual harassment, harmful sexual behaviour and any behaviour influenced by online content or external factors.

Peer on peer abuse is treated as a safeguarding concern. Staff report concerns immediately. Managers escalate to the DSL or DDSL where thresholds are met. Incidents are recorded and responded to proportionately, with child safety as the priority.

20 | staff conduct and professional boundaries

All adults must maintain professional boundaries. Staff must avoid being alone with children out of sight, must not contact children outside camp and must not use personal social media or messaging with children or parents about camp.

21 | supervision culture

Children must be supervised at all times. Supervision is visual and active, and staff remain attentive to group dynamics and risk. Managers monitor practice and provide guidance to maintain safe supervision.

22 | ratios and supervision

EYFS: 1:8 or 1:13 with a QTS, EYPS or EYT leader.

Ages 5 to 11: There is no statutory ratio for over 5s in holiday provision. Camp 4 Champs sets ratios based on age, activity risk, safeguarding needs and insurer guidance, with enhanced supervision for younger children and higher-risk activities.

Ages 11 to 14: Supervision remains visual and active. Ratios are flexible within safe limits but never exceed safe capacity.

Managers do not count in ratios. Rookie Coaches do not count in ratios.

23 | higher-risk activities

Some activities require enhanced controls due to risk. Managers ensure competent leadership, safe equipment, clear rules and appropriate supervision. If conditions are unsafe, the activity stops immediately.

24 | missing child

If a child is missing, staff inform the Manager immediately. The Manager coordinates immediate actions to locate the child, secures exits and escalates to the DSL or DDSL. Police are called if the child is not found quickly. Actions are recorded.

25 | uncollected child

If a child is not collected, staff follow the Uncollected Children procedure. Children remain supervised by two adults where possible. If a child is left uncollected for an unreasonable period and parents cannot be reached, the Manager escalates to the DSL or DDSL and contacts relevant authorities as appropriate.

26 | visitors and external providers

Visitors must be authorised, signed in and supervised. External providers follow camp safeguarding rules and are supervised unless cleared and authorised. Photography by visitors is not permitted.

27 | prevent and extremism

Camp 4 Champs recognises its duty under the Prevent framework. Staff are trained to identify concerns related to radicalisation or extremist views.

Any concerns are reported immediately to the DSL or DDSL, who follow local authority Prevent referral pathways where appropriate.

28 | confidentiality and information sharing

Information about children and families is confidential and shared only on a need to know basis. Safeguarding concerns override confidentiality when necessary to protect a child. Staff must not share information with other parents or unauthorised persons.

29 | allegations against adults or helpers

Contact details for the relevant Local Authority Designated Officer (LADO) are maintained in the Camp 4 Champs Escalation & External Contacts Register.

Any allegation about an adult or helper in a role of trust must be reported immediately to the DSL or DDSL. The DSL/DDSL follows statutory guidance and contacts LADO within one working day when thresholds are met. Staff do not investigate.

30 | low level concerns

Low level concerns about adult behaviour must be reported early to the Manager or DSL/DDSL. The DSL/DDSL records concerns, addresses issues promptly and monitors for patterns.

31 | record keeping and retention

Records are factual, dated and stored securely. Retention periods are aligned to safeguarding expectations and insurer requirements:

- safeguarding and allegations records: 21 years
- accidents: 3 years after the child turns 18
- medication logs: 3 years
- attendance records: 3 years
- visitor logs: 1 year

32 | safeguarding complaints

Safeguarding concerns from parents are acknowledged promptly and directed to the DSL or DDSL. Parents may escalate to Ofsted if they remain dissatisfied.

The Directors maintain oversight of safeguarding effectiveness across all sites. Safeguarding arrangements, concerns and learning are reviewed regularly to ensure continuous improvement.

Serious safeguarding incidents are reported to Ofsted where required.

33 | governance, review and version control

The Directors oversee safeguarding governance across all sites. This policy is reviewed at least annually and sooner if guidance or operational risk changes. Only the Directors approve policy updates.

34 | escalation & external contacts register

This register centralises external escalation routes and Local Authority contacts referenced across Camp 4 Champs policies. It must be read alongside the Policy Master Index.

EMERGENCY SERVICES (ALL AREAS)

Immediate danger or medical emergency: **999**

Non-emergency police matters: **101**

OFSTED (NATIONAL)

General enquiries: 0300 123 1231 | enquiries@ofsted.gov.uk

Complaints: 0300 123 4666

INFORMATION COMMISSIONER'S OFFICE (ICO)

Telephone: 0303 123 1113 | Website: ico.org.uk

— LOCAL AUTHORITY & LADO CONTACTS – SITE MAPPING

The following table confirms the correct Local Authority, Children’s Services and LADO routes for each site. Escalation must always follow the authority linked to the site location.

SITE	LOCAL AUTHORITY	CHILDREN’S SERVICES / SAFEGUARDING	LADO
Billericay	Essex County Council	Essex Children & Families Hub 0345 603 7627	Essex LADO – 03330 139 797
Braintree	Essex County Council	Essex Children & Families Hub 0345 603 7627	Essex LADO – 03330 139 797
Thorpe Hall	Southend-on-Sea City Council	Southend Children’s Services 01702 215 007	Southend LADO – 01702 215 007
Ockendon	Thurrock Council	Thurrock First Response 01375 652 802	Thurrock LADO – 01375 652 802
Warlingham	Surrey County Council	Surrey C-SPA – 0300 470 9100	Surrey LADO – 0300 123 1650

Where Camp 4 Champs operates at additional or temporary venues, the relevant Local Authority must be confirmed prior to delivery and added to this register.

— E N D O F P O L I C Y —