

4.3 Welfare and Facilities

1. Changes from last issue

2. Objective

To ensure the health, safety and welfare of the employees and children is met. Ensuring the environment is suitable and safe for the children and employees.

3. Toilets and Changing

- 3.1 Changing facilities and toilets must be available at all venues during camps.
- 3.2 Children should be encouraged to use toilets during breaks to avoid disrupting activities. For the groups of children generally aged under 8, each group should go together one group at a time.
- 3.3 The Coach/Leader should wait outside the cubicle for the child. Children over the age of 8 should pair up. They will be 'buddies' for the day & accompany each other to toilets.
- 3.4 In changing rooms, those in under 8 can change in a group changing area under supervision of both leaders. Those over 8 can should change in same-sex changing areas with leaders monitoring the entrance, ensuring that order is maintained and to collect the children when they are ready.
- 3.5 No members of staff should assist children with showering or changing.
- 3.6 In the cases of a child wetting or soiling themselves staff members will treat them respectfully at all times; the child's dignity and welfare is paramount. Children will be assisted if required to change themselves if a change of clothes is available. If a change of clothing is not available then the parents should be contacted to advise them and to collect child or bring clothing.
- 3.7 Two members of staff must also be present if assisting a child with toileting or changing.
- 3.8 The Leaders pack will contain plastic bags for soiled clothes and the first aid kit will contain disposable gloves for staff handling such clothing.

4. Breaks and Lunch

- 4.1 All lunches must be stored in a cool dry area indoors.
- 4.2 If there is a child who arrives to camp without lunch or snacks, then the leader must contact the parent to ask them to take the lunch to them.
- 4.1 Leaders should sit with their groups to eat and drink at break times, and should bring their lunch with them. In the event that they need to leave the area, they should ask another member of staff to watch their group.
- 4.2 During these times, staff should maintain a professional manner, behaving towards other members of staff and children.
- 4.3 Leaders are responsible for discipline and behaviour of children within their group during these times.
- 4.4 Children will be encouraged not to eat too much during breaks and to keep enough for lunch.
- 4.5 Breaks will be taken at least every 45mins to ensure children can hydrate, in particularly warm or sunny weather this will be adapted accordingly.
- 4.6 Children will be encouraged to carry a water bottle with them at all times.
- 4.7 Water must be made available to staff and children to top up water bottles in each centre.
- 4.8 Children must be allowed to top up water bottle whenever needed.
- 4.9 During breaks, coaches should ensure that children stay within the group and do not leave the area.
- 4.10 Children are not permitted to run around during break times.

5. Facilities and Equipment

5.1 The coaches should assess the venues and equipment before use to ensure that they are safe. Any faults should be reported to the Facility Manager and unsafe equipment or areas should not be used.

- 5.2 Plan activities with the safety, enjoyment and development of children within your group in mind.
- 5.3 Activities should be age and ability-appropriate and children should be assisted when needed.
- 5.4 Equipment should only be used for its intended purpose and should be suitable for the group and activity.
- 5.5 All equipment used should be stored tidily after sessions in its intended place.
- 5.6 Any missing or broken items of equipment should be reported to the Facility Manager.
- 5.7 Leaders should ask for assistance if transporting or setting up equipment will pose any risk to you or children if done independently.
- 5.8 When transporting equipment, ensure that your path is clear, that you are able to see ahead, and that the load is manageable.

6. Planning and Preparation

- 6.1 Leaders/coaches should ensure that they adhere to the timetable of activities and that children's expectations about the activities taking place are met.
- 6.2 Leaders/coaches will plan their activities in advance of sessions to ensure that they are fun, safe, suitable, and progressive and structured, using the Session Plan template. Leaders/coaches may be asked at any time to provide a copy of your session plan by the Duty Officer/ CLO.
- 6.3 Coaches should use break times, where possible to set up their next activity so that children are not kept waiting.

7. Delivering Activities

- 7.1 Activities should be as described on the timetable.
- 7.2 Content should be designed around the age and abilities of the children in your group. Make sure it's fun and challenging without being too difficult.
- 7.2 Avoid repeating session plans to ensure that children do not become bored.
- 7.4 Plan activities to ensure that all children can take part – take disabilities and differing ability levels into consideration. Aberdeenshire Council has a range of equipment to help – smaller racquets, bigger balls, and lots of generic equipment to use as different sized targets.
- 7.5 Ask children how they are coping with each activity. Give assistance to children who need it and give children who are finding activities too easy new challenges.
Always explain each activity clearly and in full view of all children – ask them if they understand before commencing the activity