



Child Safety during Camp Protocol

As an organisation, we have measures in place to prevent children getting lost or going missing during a DKC Holiday, led activity or event. This includes having a Derby Kids' Camp mobile phone on site and having two-way radios in use, especially on walks or on day visits off site.

Specific measures we have in place are:

On Site:

- Children not to leave the site unattended.
- Onsite toilets so children do not have to leave the site.
- Constant adult supervision in the day.
- Night watch patrols.
- Children sleep in groups.
- A minimum of two adults, who are members of Derby Kids' Camp, left on site at all times, day and night.
- All visitors are to report to the Main Marquee to sign in, notify a member of the Camp Leadership team as soon as possible and wear a visitor badge. None group members, ie not DBS checked need to do this and be escorted/supervised as well.
- When children are on site no persons should stay overnight within the DKC site, unless they are DBS group members with the Camp Leader's permission.
- Private Site notices to be displayed.

On Walks Off Site:

- Radios are held by the Walk Leader/Front Marker for the walk and the Back Marker, these people keep in constant contact with each other during the walks.
- Other adults/Volunteers also have radios and are spaced out over the length of the line.
- The Walk Leader/Front Marker makes regular stops to ensure the group stays together.
- Complete regular head counts, of individual groups and the children as a whole group.

On Day Trips Off Site:

- Adult to child ratio should be at least 1:4 unless there are exceptional circumstances.
- Children to be counted frequently and before moving location.
- When moving, children are kept close together.
- Camp Leader to review consent forms and ensure helpers are aware of children who have a tendency to wander.
- Where children may have behavioural issues (including wandering), one to one supervision should be considered.
- Two-way radios to be taken to aid communication.
- Mobile phone numbers to be exchanged when available.
- Children to be made aware of boundaries, which are supervised, by DKC Volunteers, with an agreed method of communication.
- During any adventure playground elements of Day Trips, DKC Volunteers to be present and visible throughout the area and monitor entry and exit points, supervising children from a distance relevant to the risks and communicating with two-way radios.
- DKC Volunteers to be present throughout the off-site visit.

Swimming Off Site:

- Children who are not swimming have adult supervision.
- Children leaving the pool to use toilets to be monitored (ie helpers to be aware if the child has not returned).
- No child leaves the changing room until adults are ready to accompany them.

Embarking/Disembarking Coach or Minibus:

- Responsible person (Minibus driver, Camp Leader or Deputy) to manage and supervise.
- No one leaves/enters the vehicle while still in motion.
- Children to be supervised while leaving/entering the vehicle.
- When children leave the vehicle there should be volunteers ready to supervise. Responsible person (Minibus driver, Camp Leader or Deputy) to arrange.
- Volunteer to sit by doors.
- Only the Volunteer who is last on or last off closes the door after, ensuring all persons are clear of the door.

We also have clear procedures to follow if children go missing or get lost during a DKC holiday, led event or activity.

These Include:

- Carrying children's contact details in case of emergency.
- Having a Mobile Phone to hand.

- Having a designated meeting point for lost children including: where this will be, how we will make sure children know about it and how it will be supervised for various activities.
- How we contact parents/carers to inform them that their child is lost or has been found.
- Whether any of the children we are working with might need extra supervision to prevent them going missing, for example if they have a history of running away or if they have SEND which means they could get confused or be uncomfortable in unfamiliar places.
- Who will coordinate the initial search for a missing child.
- Who is responsible for contacting the police if necessary, and when this should happen.

The above are different for each DKC Holiday, led activity or event, these are ever changing and are therefore required to be adapted where necessary, to ensure the safety of all the children and volunteers.