

The Marsa Sports Club Summer Camp

Policies and Procedures



Day to day requirements

In order to give a better service, we kindly ask you to read through the points listed below and take note of them.

- Label all belongings
- We recommend light lunches, fruits and lots of water
- Children should come prepared with Sun-Tan Protection
- Children should wear caps/hats
- Running shoes should be worn for all activities
- Flip Flops should only be worn during Swimming lessons and changed once the lesson is over
- Jewellery is not permitted
- Hair must be neatly tied up
- No mobiles/gadgets are allowed

Age Range of Children

The service caters for children aged 5 to 13 years of age, all children will be divided according to their age group.

Custody of Children

In cases such as single parents, separated parents and adopted children legal papers are to be presented prior to the commencement of the Summer Camp or as for children already attending the Summer Camp, as soon as the legal procedures are completed. The Marsa Sports Club will not be held responsible for any incidents connected with this matter if legal papers are not handed over to the Marsa Sports Club.

Sick Children

Children who are suffering from fever, infective and contagious sickness should not be sent to the Summer Camp. Medicines will only be given on presentation of a doctor's prescription.

Hair Care

Children found with hair lice and nits are to be picked up and treated at home. In instances where this condition is discovered at home, you are kindly requested to inform one of the Summer Camp Coordinators in order to advise the parents to check their children accordingly. All reports will be kept confidential.

Behaviour

It is important to note that although this is a summer camp discipline must be observed at all times and any misbehaviour will not be tolerated. The Summer Camp co-ordinators reserve the right to change the class of a child should he/she be disturbing class activities and affecting other children's health and emotions. In case of repetitive misbehaviour a child may be suspended or expelled from the summer camp **without a refund** of the fees paid.

The Marsa Sports Club Summer Camp

Policies and Procedures



Attendance

Children are signed in and attendance is taken during each lesson. In this regard you are kindly asked to inform the Summer Camp Coordinator should your child not be attending on the day.

Child Protection Policy

During the normal working hours, members of staff as part of their normal duties observe all the children and monitor any changes in a child's behaviour. Any concerns about a child will be discussed with the parents and the parents are also encouraged to discuss any concerns they might have about their child's welfare with one of the coordinators of Summer Camp.

All injuries/accidents that occur during the Summer Camp activities will be recorded.

The Summer Camp follows the relevant legislation with regard to the protection of the Child. The Summer Camp co-ordinators will inform the Child Protection services if they have concerns for a child's well-being.

Child Collection Policy

Children are to be collected only by authorised persons, specified in the application form. In case children will be picked up by other people not listed in the application, one should inform the Summer Camp co-ordinators prior to collection with presentation of their ID Cards.

Abuse

Abuse consists of Neglect, Physical, Emotional and Sexual. The Summer Camp is obliged to report all instances of suspected abuse to the appropriate authorities. In certain cases the situation is discussed with the parents or primary carer and if no action is taken to stop the situation immediately the Summer Camp co-ordinators reserve the right to report any abuse without any notice or discussion at its own discretion.

Equal Opportunities Policy

Every effort will be made in order to meet the individual needs of the child.

Complaints/Suggestions

Summer Camp has been initiated in order to give an additional service for our Club members and their friends. In this regard we will do our best to give the highest quality service possible. If you have any suggestions, complaints or concerns, you are kindly requested to do so with the co-ordinators of the Summer Camp and not with the instructors.

Payments/Applications

Payments are non refundable and all applications must be handed in duly filled, in order to accept registration. Even though a special discount is given to children of fully paid up members, applications are strictly accepted on a first come first served basis irrespective of whether being a Club member or not. The Closing date for applications is Friday the 17th of April however should the

The Marsa Sports Club Summer Camp

Policies and Procedures



ceiling be reached before the administrative office reserves the right to close the applications earlier.

Data Protection

- The Club reserves the right to keep all records of the registered children and use them for Summer Camp purposes.
- The Club maintains confidentiality with all users of the service in line with the Data Protection Act. Information relating to children and their families is only disclosed in circumstances where there is a case of suspected child abuse to the Child Protection Services.
- Photos and Videos – All photos and videos will be taken by the coordinators of the Summer Camp. These photos and videos will be used for communication purposes relating to Summer Camp i.e. the Club Magazine, Adverts relating to Summer Camp purposes, The Marsa Sports Club Website and The Marsa Sports Club Social Network Pages.
- Anyone who does not wish to have their children’s visual images taken/publicised is to inform the Summer Camp Coordinators in writing.

Summer Camp Coordinators

Mr. Albert Bonello

Ms. Christine Baldacchino

Mr. Ken Lake

Waiver of Rights against the Marsa Sports Club

Whilst every effort shall be made to ensure the safeguarding of all the Children attending the Sports Summer Camp, the parents/guardians agree that they shall hold harmless the Committee of Management of the Marsa Sports Club and any of its appointed officials be it both administrative and/or instructors any liability, claim, action, losses, damages, suits and expenses including legal expenses that may be incurred as a result of any damages whether personal, physical or to property that maybe sustained by the son/daughter during his/her attendance during the Summer Sports Camp.