



MARSA

Sports Club



# The Marsa Sports Club Summer Camp 2024

Policies and Procedures

(updated January 2024)

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## Policies and Procedures



### Age Range of Children

The service caters for children aged 3 to 10 years of age and all children will be divided according to their age group.

### Safety at the premises

Personal sanitising products for children are to be supplied by parents/guardians and are to be brought to the summer camp daily. These may include anti-bacterial wipes and/or hand sanitiser with at least 70% alcohol. Washing of hands and use of sanitisers at the premises shall be rigorously monitored and performed at regular intervals.

Unauthorized personnel are not allowed at the designated activity areas. Only children, authorised personnel and Management are allowed. No parents or guardians are to be allowed at the designated activity areas at any time, except for the designated drop-off and pick-up points.

For the smooth operation and to safeguard the overall wellbeing of children, parents/guardians are to read through all the MSC Summer Camp policies and procedures which are available online.

### Day to day requirements

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

- The Marsa Sports Club operates a **NUT-FREE** Summer Camp (see the Nut-Free policy)
- Label **all** belongings of your child/ren including bathing wear, water bottles and food containers
- We highly recommend light lunches, fruits and lots of water
- Children should come prepared from home with Sunblock Protection
- Children should wear caps/hats on a daily basis
- Running shoes (exclusively non-slip) should be worn for all activities
- **Non-slip swim water shoes** 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

### Swimming sessions

For the children's convenience, kindly note that for the swimming sessions the children need to come wearing their swimming suits and to have a change of underwear for after the swimming lesson. It is also recommended that the children are equipped with a fresh change of clothes since this will keep them more comfortable during the day following the swimming sessions. A swimming cap and goggles are obligatory during swimming and children will not be allowed to swim without the proper gear. No jewellery, including earrings, are allowed. Children are expected to follow all the instructions given by their coaches at all times. (See Rules of the Swimming Pool at the Marsa Sports Club).

**Important: Sunblock to be applied from home for the children.**

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### 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.

### Child Collection Policy

Only individuals authorised and specified in the application form are allowed to collect children. If someone other than those listed in the application form needs to pick up the children, it is essential to notify the Summer Camp Management. This notification should preferably be made via email or WhatsApp message at least one day before the collection, and provide the identification document of the person who will be collecting the children. The person collecting the children must provide proper identification documents.

### Sick Children Policy

If there are signs of illness before arriving to the Summer Camp, the children should be kept at home for their own benefit. If any household member of the child is also sick or has a temperature above 37.2°C, then the child should not attend Summer Camp.

Any children who are found to have fever or other sickness symptoms prior to their entry to the Summer Camp, will not be allowed to enter. In this case, the parent/guardian will be advised to return home with the child and/or to see a doctor.

Any children resulting in having fever or other sickness symptoms during the Summer Camp's operating hours, they would need to be isolated until their parents/guardians collect them to leave the premises as quickly as possible. In this case, the parents/guardians of the children will be called to collect the child as quickly as possible.

In any circumstance, parents/guardians of children who are sick will be requested to provide a doctor's certificate attesting that the child is no longer sick and is fit to attend, before returning to the Summer Camp. Please refer to the medical certificate template in Appendix 1 at the end of this document.

In **exceptional** circumstances, medicines will be given upon presentation of a doctor's prescription. Nevertheless, all parents/guardians are advised **not to send** their children to the Summer Camp if they are on Calpol, Arfen, Neurofen, Voltaren and/or any other pain killer and/or other medication that is used to bring down a high temperature (fever).

### Attendance Policy

Children are signed in and attendance is taken during each lesson. Parents/guardians are obliged to inform the Summer Camp Management if their child/ren will not be attending the Summer Camp and to provide the reason/s.

In case of sickness, parents/guardians are to inform the Summer Camp Management with the date of return of their child/ren to the Summer Camp. No children will be allowed back to the Summer Camp

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without a medical certificate. As for the type of medical certificate required kindly refer to **Appendix 1** of this document. No other types of medical certificates will be accepted.

On the other hand, if a child is not going to attend the Summer Camp for other reasons such as: medical appointment in Hospital, Dentist, etc. parents/guardians are still to inform the Management beforehand. Absence for other reasons such as going on holiday etc., parents/guardians are to inform the Management during which period the child/ren will be away.

Please note that the Marsa Sports Club Summer Camp shall not be held liable of any children who do not report to the Summer Camp. It is the sole responsibility of the parents/guardians to ensure that their child/ren report to the Summer Camp unless the parents/guardians reported sick and/or reported that their child/ren had a medical appointment and/or their child/ren were away on holiday or otherwise.

At the end of this document one may find how the Marsa Sports Club Summer Camp Management may be contacted.

### Hair Care Policy

Children found with hair lice and/or nits are to be picked up and treated at home until the scalp and hair are rid of lice and nits. This will mitigate transmission. In instances where this condition is discovered at home, you are kindly requested to inform the Summer Camp Management in order to advise other parents/guardians to check their children accordingly. All reports will be kept confidential.

### Behaviour Policy

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 Management reserves the right to change the group of a child should he/she be disturbing class activities and affecting other children's overall safety, health and well-being. In case of repetitive misbehaviour a child may be suspended or expelled from the summer camp **without a refund** of the fees paid.

### Child Protection Policy

During the standard operating 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/guardians who are in return are also encouraged to discuss any concerns they might have about their child's welfare with the Summer Camp Management.

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

Abuse may come in the form 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 guardian and if no action is taken to improve the situation immediately the Summer Camp Management reserve the right to report any abuse without any notice or discussion at its own discretion (See MSC Safeguarding & Child Protection Policy).

The Summer Camp shall follow the relevant legislation about the protection of the Child. The Summer Camp Management reserve the right to inform the Child Protection services if they have concerns for a child's well-being.

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### Equal Opportunities Policy

Every effort will be made in order to meet the individual needs of each child and promote equity at all times.

### Complaints/Suggestions

The Summer Camp is being organised to provide 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 contact the Summer Camp Management and not the coaches since these have the primary responsibility to watch over and engage with the children.

### Payments/Applications

Payments are non-refundable and all applications must be submitted 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.

### 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 under the direction of the Summer Camp Management. 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. (See MSC Safeguarding & Child Protection Policy).
- Anyone who does not wish to have their children's visual images taken/publicised is to inform the Summer Camp Management in writing via email. Failure to do so will be granting consent to the Management. (See MSC Safeguarding & Child Protection Policy).
- The Summer Camp Management reserve the right to provide the Health Authorities with contact information if required.
- The Summer Camp Management is required to provide details of parent, children and fees paid to the Inland Revenue Department. Anyone who has any objections about this is to inform the Summer Camp Management via email. Failure to do so will be granting consent to the Management.

### 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 coaches 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 Sports Summer Camp.

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Marsa Sports Club - Summer Camp 2024  
Management

Dr Jacqueline Vanhear – 79048640  
summercamp@marsasportsclub.com

Ms Rachel Borg - 99829867



## APPENDIX 1: MEDICAL CERTIFICATE SAMPLE

Date of issue:

Full Address of the Participant/Child:

ID of Participant/Child:

### To whom it may concern

This is to certify that the above mentioned was medically unfit to attend the MSC Summer Camp from (date)\_\_\_\_\_ till (date)\_\_\_\_\_ (both days inclusive).

(Name of Participant/Child) \_\_\_\_\_ is now without symptoms and fit to attend the MSC Summer Camp without any increased risk to self and/or others.

Signed by the Medical Professional \*

**\*NOTE:** *This medical certificate (also known as the medical certificate issued for School Sickness absences) is to be issued by either the Government Health Centre General Practitioner and/or by a private General Practitioner and/or by the Hospital General Practitioner or by a Medical Professor as the case may be.*