



1. Introduction

Active8 Multi-Sports Holiday Club (“Active8”) provides a safe, inclusive and enjoyable multi-sport environment for children aged 8–11.

Our programme is delivered by **trained Secondary PE Teachers and qualified Sports Coaches**, ensuring high-quality instruction, supervision and care at all times.

This document sets out the policies and procedures that guide our practice and ensure the welfare, safety and positive development of all children attending Active8.



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

2. Safeguarding & Child Protection Policy

2.1 Statement of Intent

Active8 is fully committed to safeguarding and promoting the welfare of all children. The welfare of the child is paramount.

2.2 Principles

- All children have the right to be protected from harm.
- All staff have a duty to safeguard children.
- Safer recruitment procedures are followed, including enhanced DBS checks.
- Concerns are acted upon immediately.

2.3 Procedures

- A **Designated Safeguarding Lead (DSL)** is appointed.
- All staff receive safeguarding training.
- Any disclosure or concern must be:
 - Listened to calmly
 - Not investigated by staff
 - Recorded accurately
 - Reported immediately to the DSL
- Staff must never promise confidentiality.



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

3. Safer Recruitment & DBS Policy Commitment

Active8 is committed to safer recruitment practices.

Procedures

- Enhanced DBS checks with barred list
- Identity and reference checks
- Safeguarding training at induction
- Ongoing supervision

Volunteers

Volunteers are supervised and DBS-checked where required.



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

4. Health & Safety Policy

4.1 Statement of Intent

Active8 provides a safe and secure environment for children, staff and visitors.

4.2 Procedures

- Risk assessments completed for all activities.
- Equipment checked before use.
- First Aid kit available at all times.
- At least one First Aid trained member of staff on site at all sessions.
- Emergency contact details held for every child.

4.3 Accident & Incident Procedure

- Administer First Aid.
- Record in the accident log.
- Inform parents/carers at collection or sooner if required.



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

5. Supervision & Ratios Policy

Active8 operates a minimum supervision ratio of:

1 adult to 12 children (1:12)

All staff are trained Secondary PE Teachers and/or qualified Sports Coaches.

Procedures

- Children are never left unsupervised.
- Headcounts conducted regularly.
- Clear sign-in and sign-out system used daily.



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

6. Lost or Missing Child Procedure

Prevention

- Registers and headcounts
- Clear boundaries

Procedure

1. Inform all staff immediately
2. Secure remaining children
3. Search premises
4. Contact parents/carers
5. If not located within 10 minutes → Call Police



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

7. Risk Assessment Policy

All Activities and Environments are risk assessed and parents can have access to these on request.

Purpose

To identify, reduce, and manage risks to children and staff.

Process

- Identify hazards
- Assess risk level
- Implement control measures
- Review regularly

Areas Covered

- Sports activities
- Premises and equipment
- Weather conditions
- Off-site activities

Staff Responsibility

All staff must follow control measures and report new risks immediately.



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

8. Behaviour Management Policy

Aims

To promote respect, teamwork and positive behaviour.

Expected Behaviour

Children are expected to:

- Follow instructions
- Respect staff and peers
- Use equipment safely
- Show good sportsmanship

Procedures

- Verbal reminder
- Time out from activity
- Discussion with child
- Parents informed if behaviour persists

Zero tolerance for:

- Bullying
- Physical aggression
- Discrimination



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

9. Equality, Diversity & Inclusion Policy

Statement

Active8 values diversity and promotes equality in line with the Equality Act 2010.

We will:

- Treat all children fairly and with respect.
- Adapt activities so everyone can participate.
- Challenge discrimination immediately.



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

10. First Aid, Accident & Medical Policy

First Aid Provision

- At least one Paediatric First Aid trained staff member on site
- Fully stocked first aid kits available

Accident Reporting

- All accidents are recorded in an accident book
- Parents are informed on the same day
- Serious incidents are reported to relevant authorities

Medical

- Medical information collected before attendance.
- Medication is stored securely and only administered with written parental consent. Administration of medication will be recorded each time.
- Qualified First aiders trained to support asthma, allergies and medical needs.



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

11. Physical Activity & Sports Safety Policy

Safety Measures

- Warm-ups and cool-downs
- Age-appropriate activities
- Regular breaks

Consider

- Weather (Sun Protection, indoor and outdoor options)
- Risk Assessments
- Hydration
- Reduce Intensity
- Regular breaks



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

12. Food, Drink & Allergies Policy

Allergies

- Allergy information recorded
- Staff informed
- Emergency plans in place

Hydration

- Water available at all times



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

13. Booking, Payment & Cancellation Policy

1. Booking & Payment

All places must be booked in advance via our online booking system (www.active8multisports.co.uk) or by direct arrangement. Full payment is required at the time of booking to secure your child's place. All children must be registered sharing all key information before attending the program. We operate on a first-come, first-served basis. Places are limited to ensure safe staff-to-child ratios.

2. Cancellations & Refunds

- Cancellations made **7 days or more** before the booked session will receive a full refund or credit.
- Cancellations made **4–6 days before** will receive a 50% refund or full credit.
- Cancellations made **within 72 hours** of the session are non-refundable.

We reserve the right to cancel sessions due to low numbers or unforeseen circumstances. In this case, a full refund or alternative date will be offered.

3. Changes to Bookings

We will do our best to accommodate changes to dates, subject to availability. Requests must be made at least **72 hours in advance**.

4. Illness & Absence

If your child is unwell, please do not attend.

No refunds are given for absence due to illness, but credit may be offered at our discretion.

5. Arrival & Collection

- Drop-off: 8:45am
- Collection: 3:45pm

Late collection may incur an additional charge of £5 per 15 minutes.

Children must be signed in and out by a parent/carer or authorised adult.



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

14. GDPR, Photography & Data Protection Policy

Active8 complies with the UK GDPR and the Data Protection Act 2018.

We collect basic information (child details, contact information, medical needs, and consents) to:

- Manage bookings
- Keep children safe
- Contact parents/carers

We ensure that:

- Data is stored securely and only accessed by authorised staff
- Information is only shared when necessary (e.g. emergencies or legal requirements)
- Data is kept only for as long as needed

Photography & Video

- Images are only taken with parental consent
- No child is identified by name in images

Your Rights

Parents/carers can request access, correction, or deletion of their data at any time. Concerns can be raised with the Information Commissioner's Office.



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

15. Mobile Phone & Technology Policy

- Staff and children's phones used only when necessary
- No unsupervised use
- Safeguarding priority at all times

www.active8multi-sports.co.uk



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

16. Drop Off, Collection & Late Collection Policy

Drop Off

Registration forms must be fully completed and signed by a parent/guardian, initialled by a member of the Active8 team. Attendance records are maintained daily.

Collection

- Children must be signed in and out by a parent and Initialled by an Active8 member of staff.
- Children released only to authorised adults
- ID required if unknown to staff

Late Collection

- Parents contacted immediately
- Incident recorded
- Safeguarding procedures followed
- Late pick-ups may result in additional fees as stated in the Booking, Payment and Cancellation Policy



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

17. Complaints Procedure

1. Informal discussion with Club Leader encouraged
2. Submit written complaint
3. Investigation within 5 working days
4. Written response provided
5. Records maintained



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

18. Staff Code of Conduct

Staff must:

- Act as positive role models
- Maintain professional boundaries
- Never be alone with a child in a private space
- Never use inappropriate language
- Never exchange personal contact details with children



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

19. Insurance Policy

Active8 Multi-Sports Limited holds:

- Public Liability Insurance
- Employer's Liability Insurance

Certificates available on request.

www.active8multi-sports.co.uk



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

20. Fees & Payments Policy

- Fees must be paid in advance through the website booking system - www.active8multi-sports.co.uk
- Refunds are subject to program terms

www.active8multi-sports.co.uk



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

21. Parent/Guardian Acknowledgement

By enrolling a child, parents/guardians confirm they have read, understood, and agree to follow these policies.

www.active8multi-sports.co.uk



MULTI-SPORT HOLIDAY CLUB

SKILLS FOR EVERY SPORT, CONFIDENCE FOR LIFE
FOR 8-11 YEAR OLDS

22. Review & Monitoring

These policies are reviewed annually and updated in line with legislation and best practice.

www.active8multi-sports.co.uk