**Dulwich College Sport Club (“DCSC”) Holiday Camp Terms and Conditions**

1. **Booking and Cancellation**
   1. Part or full payment is regarded as acceptance of our Terms and Conditions for the Camp and that you will comply with any guidance issued in respect of the running of the Camp.
   2. No booking will be confirmed prior to receipt of full payment and submission of the Child Information Form.
   3. We do not accept child care vouchers for payment for the camp.
   4. If you give us at least 5 days’ notice before the date(s) you would like to cancel we will refund all monies paid but any cancellation on less than 5 days’ notice will be non-refundable.
   5. In exceptional circumstances we may have to cancel the Camp (or single days during the Camp). In this event we will try to give at least 5 days’ notice and will offer suitable alternative date(s) if they are available. In the event we are unable to offer alternative dates, or you would prefer, we will refund all monies paid for the date(s) cancelled.
2. **Illness and Absence**
   1. We require all children who are ill or infectious be kept home for the full duration of their ailment, and for 48 hours after the last symptom occurs.
   2. If a child is not attending a scheduled day, parents/carers must telephone the Sports Centre (0208 299 9292).
   3. If you have not registered your child within 30 minutes of the start of Camp it will be assumed they are not attending. Please call the Sports Centre if you arrive after this time.
3. **Activities and Safety**
   1. DCSC works hard to ensure the safe care of all children, and this includes a thorough, ongoing risk assessment process for all activities. All our staff have been fully DBS checked by Dulwich College.
   2. By accepting this agreement, you give consent to your child taking part in a variety of activities, and that participating in any of our timetabled activities is done at their own risk.
4. **Timings**
   1. When you join us each morning you must go to the registration desk, located in the pavilion, where you will be asked to give the names of the children you are dropping off. It is your responsibility to ensure that each child you bring to the Camp is registered at the registration desk.
   2. You will be asked to give your name and that of the person who will be collecting. Please note that failure to have submitted the Child Information Form will result in the child’s exclusion from the Camp.
   3. The person collecting, even if it is the same as in the morning, will be required to show a form of identification to ensure that the names match.
5. **Health and Safety and First Aid**
   1. We need to know the requirements of the children so that we can provide the best possible service and care for them; to enable us to do this please ensure that you have provided us with all the information we need including medical details and details of any allergies by completing the Child Information Form.
   2. We ask that all parents/guardians whose children take any essential medication or carry auto-immune injectors speak to the Duty Camp Manager on their child’s first day to ensure all relevant medication and information has been handed over. All essential medication, including all adrenaline auto-injectors, must be handed in to the Duty Camp Manager for checking at the start of each day, and to check that the appropriate form has been completed.
   3. All essential medication must be in date, prescribed to the given child (sibling’s medication not accepted) and clearly labelled.
   4. For those prescribed an adrenaline auto-injector (i.e. Emerade, EpiPen, Jext), in accordance with government healthcare recommendations, your child should have access to more than one device on camp.
   5. In the event of an incident, first aid will be administered to children in our care and the emergency services will be called if necessary.
   6. DCSC reserves the right to refuse access/send a child home if they do not have the appropriate medication.
   7. Please note that the Camp is a nut free Camp and attendees must not bring any snacks containing nuts.
6. **Lost Property**
   1. Please do not allow your children to bring expensive belongings such as tablets, and even expensive clothing to Camp. Please ensure that those items children do bring to Camp are clearly labelled with the child’s full name.
   2. DCSC is not liable for any lost, stolen or damaged property brought to the Camp.
   3. Lost property will be held until the last day of Camp and should be collected before the last day.
   4. Unclaimed lost property will be given to charity and will not be retained at the College.
7. **Behaviour & Code of Conduct** 
   1. DCSC encourages a relaxed atmosphere on Camp and always aims to promote good behaviour. However, we follow a zero-tolerance policy on discrimination, bullying and persistent poor behaviour of any kind.
   2. Upon booking you agree that your child or children will:
8. Respect the property of others.
9. Be patient, honest, fair and polite to others.
10. Not use abusive or explicit language.
11. Not be aggressive in the way they speak or behave towards others.
12. Respect and treat others as they would wish to be treated.
    1. We have a responsibility for ensuring the wellbeing and safety of all children in our care and have approved procedures for managing behaviour. Parents/guardians will be informed of any unacceptable behaviour upon collection of their child, and we reserve the right to exclude the child from Camp for poor behaviour and in serious cases we have the right to ask parents/guardians come and remove children from Camp.
13. **Insurance and Liability**
    1. All children in our care are covered by the Dulwich College public liability insurance.
    2. DCSC does not accept any liability for personal injury or sickness, or the death of any person, unless directly caused by the proven negligence of DCSC or Dulwich College’s staff.
14. **Photography and Video**
    1. Please be aware that DCSC may occasionally take photographs/videos of children on Camp for promotional and informational material.
    2. You will have informed us if you agree to your child being photographed when you submitted your Child Information Form.
15. **Data Protection** 
    1. We are committed to keeping your details and all information you have supplied to us confidential.
    2. We will use the information in order to contact you regarding the Camp and your child, and to safeguard your child’s welfare and provide appropriate medical care (as required).

**10 Safeguarding and Child Protection**

10.1 The Camp adheres to Dulwich College’s Safeguarding (Chid Protection) Policy that may be viewed [here](https://resources.finalsite.net/images/v1668792460/dulwichorguk/c511fqncoruct6dvuxw1/Safeguarding_Child_Protection_Policy.pdf).

10.2 Safeguarding children at Dulwich College is the responsibility of the whole staff community. All adults working in the College are required to report instances of actual or suspected child abuse, neglect or relevant child protection concerns to the Designated Safeguarding Lead (DSL), Elliot Read who can be reached via [safeguarding@dulwichcollege.org.uk](mailto:safeguarding@dulwichcollege.org.uk)

**11 Contact**

11.1 If you have a concern regarding Camp, this should initially be raised with the Duty Camp Manager, who can be contacted on 0208 299 9292

11.2 If, following the above, you are still unsatisfied then please contact the Chief Operating Officer’s office on 020 8693 3601. Our Chief Operating Officer will investigate and provide a response as appropriate.