

## CCBC Sport Caerphilly Activity Booking Policy

- All users must comply with the general rules and conditions applicable to all users of the facilities
- All parents/guardians are required to complete a consent form prior to children attending sport/holiday camps. It is the responsibility of the person making the booking to ensure that the consent form is completed and all details provided are accurate, in particular full information about each child including medical and other special educational needs, emergency contact information and photo/video consent.
- Sport Caerphilly requires that 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
- In the event of an accident, first aid will be administered to children in our care, and the emergency services will be called if necessary.
- Bookings need to be made prior to attending sport/holiday camps, due to availability of spaces.
- You will be required to be a smartcard holder to make bookings for sport/holiday camps possible.
- Payment must be made in full at the time of booking.
- Sport Caerphilly reserve the right to cancel these sessions at short notice due to adverse weather and changes to Welsh Government guidance.
- From time to time, we may need to change venues, dates, activities and courses for reasons within or outside our control.
- Activity programmes are subject to change in the event of unsuitable weather or other circumstances beyond our control.
- Activities will adhere to Welsh Government Covid19 guidance. They may also be cancelled at short notice due to Government restrictions and guidance.
- Parents and /or children must report to reception before their booking begins to ensure their attendance is recorded.
- Children between the ages of 7-12 years old are permitted to access Sport Caerphilly Sport Camps. Anyone younger or older than this is unable to access the provision.
- Children who access any of our camps/activities must be able to toilet and feed themselves. If they are unable to they will not be able to attend sessions due to Sport Caerphilly staff not being able to provide this care.
- Children are required to wear appropriate clothing for sporting activities for all weather conditions.
- Correct footwear to be worn in line with CCBC 3G footwear policies at sites.
- Lunch is not provided and cannot be purchased at site. Children are required to bring a packed lunch with them and plenty of water.
- We do not accept childcare vouchers as a form of payment for the Sport Camps/Scheme.
- All children MUST be collected by the end of the advertised time of each day. If for any reason you are unable to collect your child, we ask that you call the Leisure Centre direct as soon as possible.
- All your child's personal property is your responsibility and Sport Caerphilly is not liable for any lost or damaged property. If you believe that your child has

left an item at one of our sessions, please contact the Leisure Centre direct who will do their best to assist you.

- The content and implementation of this policy will be regularly monitored, reviewed and updated. Staff and customers will be formally advised of any updates.
- Sport Caerphilly staff will not tolerate any form of unacceptable/disruptive behaviour. Any instances will result parents/guardians being asked to remove their child from camp.
- Sport Caerphilly acknowledges the duty of care to safeguard, protect and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and CCBC requirement.
- Sport Caerphilly as an organisation will not tolerate or condone any form of bullying and complies with CCBC anti bullying policy.

### **Cancellations/Refunds**

- Sport Camp bookings are non-refundable where the child has either missed the camp or decided not to come to the scheme altogether. This includes if missed through general illness.
- If you wish to cancel your child's space at camps you must email [sportcaerphilly@caerphilly.gov.uk](mailto:sportcaerphilly@caerphilly.gov.uk). No refunds will be given without a medical certificate.