



Llandudno Development Camp 2024

To All swimmers and parents with places on Llandudno development camp 2023

Re: Llandudno development camp Tuesday 13th February 2024 – Saturday 17th February 2024.

The consent form will be sent out shortly.

Payment

There is a fee to pay of £295 per person.

Insurance

Insurance is covered by Swim England, but you must ensure that your SE registration fees and membership fees are paid on time and in full in January 2024. If no payment has been made, then you are not insured to attend and therefore, will not be able to go, even if you have paid the camp fee. Payment details for Swim England fees will be set out by no later than January 2024.

All individuals attending the camp, whether they are actually swimmers or not must be registered with Swim England. Therefore, all volunteers, staff, and others who are attending as part of this camp, must be registered.

Staff

Staff this year are Karen, Heather, Dave, Jamie, Alex, Donna, Anji, plus one more (TBC) Support helpers are Violet, Ruth, Molly. Volunteer helpers will also be in attendance. All of our staff and helpers have attended before with the exception of Anji so they are all familiar with our routines.

Staff roles

Head Coach /Camp manager - Karen.

Assistant coach/ assistant team leader – Dave

Team Leader – Alex J (undertaking qualification and should be complete by the time of the camp)

Level 2 teacher – Anji

Level 1 teachers – Jamie.

Volunteer helpers – Molly, Ruth

First Aiders – Karen, Heather, Anji

Lifeguards – Karen, Jamie, Anji

Primary Medication Officer - Heather

Medication Officers – Karen

Safeguarding Officers – Karen, Heather, Dave

Health and Safety Officer – Dave

Equality, Diversity, Inclusion Officers – Karen, Dave

Dietary Requirement Officer – Donna

Moving and handling, lifting and positioning of people trained – Karen, Heather,

Personal care staff at the pool – Donna, Heather

Personal care staff at the hotel –All staff, all support staff, all young volunteers

Named insured drivers – Karen, Dave, Anji

On call night staff – Karen, Heather, Donna

EpiPen trained – Karen, Heather

Pocket Money Officer – Anji

All Staff are DBS checked.

There will be at least one staff member on call at all times throughout the night.

There is a waking night staff on duty every night of our stay who does hourly checks on all floors of the hotel.

The reception at the hotel is manned until midnight every night. There are hotel staff on duty from 6am

Karen, Dave are qualified in team management module 1 and 2 in line with SE requirements for residential camps. Alex J is currently undergoing this course Anji will also be undertaking this course shortly.

Hotel Accommodation

Accommodation is at The Dunoon Hotel, Llandudno. They have a web site available. Swimmers will be accommodated in either single or shared rooms. We book out the whole hotel, although currently we have some spare rooms available that we have to pay for whether they are occupied or not. Therefore, the annex of the hotel maybe let out of others outside of our party. The annex is a separate building within the hotel grounds and others outside of our camp, do not have access to the main hotel, except to access reception. They have to ring a bell to gain access and are not left unsupervised.

Room and general hotel details

All swimmers are housed within the hotel across all 3 floors and staff have separate rooms. There is at least one staff member on every floor and younger swimmers or swimmers who require additional support have a room next door to a staff room.

There are staff available and on duty all the nights we are at the hotel. Waking staff are aware of how to contact on-call staff member if required. The waking night does not deal with any issues or problems, they raise an alert with the on-call staff only.

On call staff are Karen, Donna, Anji, Heather. Heather and Karen do 2 hourly call rounds on top of the waking staff monitoring during the night. During this round, we check that everyone is still in their rooms, asleep and that there are no problems or issues. For some swimmers, we also do toilet trips during the night, where and when necessary. (This requires 2 staff members; further information is included within this letter)

For younger swimmers, there is a listening monitor in the room which is fed into the on-call staff room, so should a problem arise, the individual can easily call out for help. It also means that the on-call staff can monitor noise levels and whether the swimmers have gone to sleep. Swimmers will be given the room numbers of the staff although we do request that staff privacy is respected.

Each room has a private bathroom and some rooms have suitable adaptations in place.

The front door of the hotel will be locked at all times with access from outside via the doorbell. Karen and Dave all have front door keys to the hotel so we can gain access at all times. No one can leave without setting off an alarm or without using the front door latch. This latch is locked from 8pm so only in the event of a fire will the latch become openable to others. There are hotel staff on duty until midnight so no one can access the front door without going passed the reception or setting off an alarm system.

All fire exits are alarmed so again no one can leave without setting off an alarm.

Each room has got help cord so help can be summoned without leaving the room if a problem should occur. There will be at least one person in each room who will be able to use the help cord (this is planned for within the room sharing)

There is access to drinks within every room, although for younger children, or where it is deemed necessary, the access to hot drinks maybe removed, leaving access to squash and water.

Every room has window locks in place, and fire door fitted.

Bedtime/sleep arrangements

Members will be allocated a shared room or a single room – which will remain their room for entire stay unless there is problem that requires that person to move rooms. There can be up to a maximum of 3 people in room. Room allocation is based on gender, age and friendships.

We encourage swimmers to be responsible for own packing, unpacking and for keeping their rooms tidy. We are aware that some will need support due to age or needs and this is usually provided by the support or volunteer helpers.

Each room has got adaptive equipment available or required to meet individual needs

Bedtime is strictly adhered to. All members under the age of 18 will be in their rooms by 10pm at the latest. This is when the evening entertainment ends.

Younger swimmers will be supported to have suitable bedtime in line with their individual needs and development stage.

Younger swimmers are usually prepared for bed just after the evening meal, so they can attend some of the evening entertainment. They usually have their pyjamas on early evening.

We advise members over 18 to be in bed by no later than 11pm.

Staff will ensure that everyone is in bed or at least in their rooms before they retire.

Should a swimmer become unsettled, then staff (minimum of 2) will remain with that person until they have gone to sleep.

Bedtime stories and cuddles are available.

As mentioned above, every person is checked on throughout the night with easy to access on call assistance available.

Everyone who is attending the morning swim session, has to be up, washed, dressed, teeth cleaned and downstairs with their swimming bags packed and coats ready to leave between 6am and 6.30am so everyone is woken between 5.30am and 5.45am.

A light breakfast is served around 6am

For those not attending the morning session, at least two staff members will remain in the hotel and will support these swimmers if required to be up, washed and dressed in time for the land training session that starts between 7.45am and 8am.

Swimming information

Swimming takes place at Llandudno Leisure centre, where 4 lanes have been hired solely for our use for most sessions. We have 9 swim sessions booked but not all swimmers will be attending all sessions. There will be a listing as to who is attending which session, what time and what days.

There are early morning sessions starting at 7.30am until 9am, afternoon sessions 2.30pm – 4.30pm, and evening session 8pm – 9pm. Lane can only take a maximum of 10 swimmers, so lane 3 is sometimes split into 2 groups of 10 swimmers who swim only for 40 minutes each. Lane 4 is sometimes split into groups of 3-5 swimmers who swim for 30 minutes each working on specific techniques.

There is a changing village within the leisure centre that we access for showering and changing. There is a large group changing room, individual cubicles and changing rooms for individuals with disabilities. There is also a room that can allow staff to support individuals with dressing and undressing in privacy.

Swimmers are supervised within the changing village by staff but privacy and dignity are respected and safeguarding procedures are followed.

All staff are fully aware of their safeguarding responsibilities and under no circumstances will a staff member be alone with a young swimmer at any time for any reason. There will always be a chaperone present when support is being given. This procedure protects both the individual and the staff member. It is possible that a female chaperone maybe required when supporting a male swimmer. Where possible, we will match genders but this may not always be possible.

It is a procedure we have followed for many years without any incidents or issues being raised. Basically, it works!

Land training information

Land training takes place at the hotel in the grounds outside or at the pool. There is an outside land training environment available, weather permitting which is around 15 minutes' walk away from the hotel. Land training maybe split into 2 groups across 2 different sessions due to the number of swimmers present and staff break times.

Land training also takes place both prior and after swim sessions.

For those not swimming at the early session, a land training session will be taking place.

Travel Arrangements to Llandudno and back home

We are leaving on Tuesday 13th February 2024 and you need to be at the pickup points by 10am so we can leave by 11am. It usually takes an hour to load the coach, check in luggage and complete the registrations. We are returning to the same point on Saturday 17th February 2024 at approximately 4.30pm. The pickup and drop off point has yet to confirmed at this stage.

We request that all swimmers travel in suitable comfortable clothing. All swimmers require a coat.

We travel by hired coach and staff cars. Every person will have an allocated seat with seat belt or fitted car seat. There is a toilet on the coach.

I am aware that some swimmers require additional support arrangements for travel, please see Karen to address any travel issues. Some swimmers due to individual needs will need to travel in staff cars. In line with safeguarding, there will be a chaperone also travelling in staff car.

Members may rotate who goes in the coach and who goes in cars. Swimmers who may develop travel sickness usually travel in staff cars, as it is easier to stop.

Wheelchairs will need to be booked in prior to travel. Do not just turn up on the morning of travel with a wheelchair that has not been booked. Space is limited. We have already booked in 1 wheelchair for one swimmer. If there are any more to be booked, please let Karen know ASAP.

Upon arrival at the pick-up point, please do not get on the coach until instructed to do so. I know some of the teenagers like to grab the back seats, but everyone has to be registered and signed in by the team manager before getting on the coach.

Parents – if you need to drop your swimmer and go that is not a problem, as I know some of you need to go to work. Just ensure they have been registered.

We aim to return to the same point by 4.30pm on Saturday 17th February 2024, although this is subject to traffic conditions. A couple of years ago, we were over 2 hours late due problems on the motorway (outside of our control), so this time is a guide only and not set in stone. We will be stopping off for lunch on the way home, which will be provided. We will endeavour to phone parents if there is going to be a delay (bear in mind some of the staff are driving) We do travel home via A41, M54 and M6 so it may be worth listening to local travel news to see if there any delays to prevent worry.

The coach is not staying in Llandudno but will return on Saturday morning for the journey home

Swimmers (and staff) will need a coat to wear, you do not have to wear it on the coach but do not pack in your luggage, as you will need your coat at the Truckstop, as the car park is a short walking distance away.

All members (and staff) will need a lunch box on the Tuesday with a cold drink- please do not pack a lot of sweets, fizzy drinks or chocolate. Do not put your lunch box in your luggage - once the coach has been packed you will not have access to your luggage until we arrive at the hotel. Lunch boxes will be stored in the boot of one of the cars until required. To confirm, do not take your lunch box on the coach or pack it in your luggage. You will end up very hungry otherwise, as there will be no access once we have finished packing the coach.

We stop at the Truckstop on the A41 for a toilet break and refreshments and lunch – both on the journey there and journey back.

Please note – there is no eating or drinking in the coach or in the cars during the journey. This is due to the amount of mess that occurred by the time we got to the hotel last time and it is also difficult to supervise ‘eats’ whilst on the move. With all due respect, I have enough to do without having to clean the coach upon arrival at the hotel, due to messy eating and spillages. There are plenty of stops planned for on the journey to allow for refreshments.

Swimmers are allowed to take some games, books or music playing devices onto the coach for the journey. Any music devices need to be used with ear phones please. We are not responsible for any loss or damage to these items and staff are not to be asked to look after them.

Luggage

Individuals will be expected to carry their own belongings with some exceptions due to individual needs or age, so don't make your luggage too heavy. You do not need to pack drinks in your luggage. They will be provided for you, although a drinks bottle is required. (Refer to 'what to bring') We have very limited luggage space so please keep your luggage to a minimum. Every swimmer will have at least 3 items of luggage including a lunch box, kit bag and general luggage. With at least 40 people attending this camp, that is a lot of luggage to stow on the coach, plus all the extras that we are required to bring, so please do not bring anything not required.

Try and avoid using suitcases if at all possible. Please ensure all luggage bags are labelled with the swimmer's name on the outside. When we get to the hotel the luggage is all placed in the large holding room and it can be hard to identify whose bag is whose unless labelled. We had to unpack 2 sets of luggage last camp, to find out the nametags on the clothing to identify who the bag belonged to. Please do not rely on your child to remember which is their bag – trust me, they don't!

If there are siblings attending, they will need to have separate luggage, please do not pack one large suitcase containing all siblings clothing and belongings– it is too difficult to manage when siblings are housed in different rooms and/or different floors within the hotel. It also makes packing at the end of the camp very difficult.

Travel arrangements from the hotel to the pool and other facilities.

We will be walking from the hotel to the pool. The pool is approximately 20 minutes' walk away. Every year it takes us around 15 minutes on the first day and by the last day we are usually down to 30 minutes for the walking journey.

For those camp members who are unable to walk that distance, a car will be used for transport.

We leave the hotel by no later than 6.45am to travel to the pool for the morning session. Swimmers will need to have suitable outside clothing, as it is cold at that time in the morning. A torch can also be useful as it is still dark at that time.

Swimmers will be required to wear a High Visibility Jacket for the journey there and back. Each swimmer will be provided with a jacket upon arrival, which will remain theirs for the entire camp.

Swimmers will need to carry their own swimming equipment and swimwear/towels etc, so don't forget to bring a small bag or holdall for this purpose (see 'what to bring'), you don't want to be carrying around your travel bags, suitcases or large holdalls to and from the pool. We try and put as many bags in the car boot as possible so that younger swimmers do not have to carry bags, but there is limited space and there will always be someone who will need to carry. However, we do use this as an incentive to get changed quick, as those out of the changing room first, have the option of putting their bags in the boot of the car. We also have a storage facility at the pool for kit bags, so these only have to be transported twice – once there on their first swim and once back on their last swim. Please do not pressure that swim

wear can be transported in kit bags – as mentioned, the kit bags remain at the pool so a small is required for swim wear.

The town centre is 5 minutes' walk away; the beach and pier are over the road. Outside land training facilities are a short walking distance away.

What to bring

Please ensure all items are named – we had about 30 items left over last camp that were unnamed – only a small portion of these managed to find their way back to the right owner. This includes all swimwear, swim bags, bottles, coats and swim kit. If you can name socks, shoes, and gloves and mesh bags this is helpful. I don't know why but every year since we have been doing these camps, I always end up with about 3-4 single socks, at least one odd glove, a mesh bag and one pair of shoes that I cannot find an owner for by the end of the week.

Suitable clothing for 4 days, don't forget your sleepwear and underwear.

For younger swimmers who require support with dressing, if you are able to separate each day's wear into sections, this is helpful. For example, Wednesday clothing in a bag such as large freezer bag labelled as Wednesday, same for Thursday, same for Friday etc. It helps the staff out enormously.

Suitable land training clothing.

Clothing for outside including coat, hat, scarf, and gloves – it is cold on the beach in February.

Suitable footwear for walking outside, inside the hotel and poolside shoes. You can wear poolside shoes in the day room at the hotel if they are dry. However, the hotel insists that footwear is worn in the day room and dining room, so you need suitable shoes to wear at the hotel. You can wear the same shoes but be warned if it is raining on the walk to the pool, your shoes will get wet.

Minimum of 3 towels – you cannot take hotel towels to the pool.

Swimwear - if you have 3 or more sets please bring. One to wear, one ready to wear, one drying out.

Suitable clothes to wear in the evening in the day room during the entertainment sessions. Some people like to dress up in the evening. You need to include footwear; bare feet are not allowed in the dining rooms or day rooms.

Kit bags (mesh preferred as easier to dry out) including float, fins, pullbouys, goggles, hats. If you have spare goggles please bring them, every year we have at least one swimmer who loses their goggles. (Please ensure everything is named). All swimmers are required to wear swim hats please. We request Birmingham Marlins hats are worn please. All swimmers will

require a float and pullbouy, even if they are currently in learn to swim programme. You do not need to bring hand paddles or snorkels.

Drinks bottle – named. Do not bring a drinks bottle with a detachable lid. It is helpful if swimmers are provided with 2 x drinks bottles, one for the pool and one for use at the hotel.

Medication if required – see below.

Small bag to carry swimwear in to and from pool. Needs to be large enough to hold a towel, swim wear or underwear, goggles and some toiletries.

Toiletries - shampoo, soap, conditioner, toothbrush, toothpaste, Shower gel, etc (please wrap separately in the bag in case of spillage.) These need to be in a suitable container if they are to be taken to the pool. It is helpful if the swimmers have one set of toiletries that is taken to the pool in their swim bag and one set that remains at the hotel. We suggest that shampoo and shower gel go to the pool, and toothbrushes, toothpaste and soap remain at the hotel. Each swimmer needs his or her own toiletries, even if a sibling is attending. This is because they maybe in a different room or swim session to their sibling and it becomes very difficult to manage when sharing toiletries especially if siblings are housed on different floors within the hotel.

Rollers for land training. Whilst we do have some spare ones available but please bring your own if you have one.

If required sanitary towels, tampons, incontinence sheets, incontinence pads – these are not supplied.

Flannel

Hair brush/comb

Hairclips/ bobbles.

Spending money (see below)

Bucket and spade (optional) - be prepared to share with others! (We all like to build sandcastles!)

Homework books, revision books. (For those who need to)

Alarm clock and/or watch if required

Cuddly toy/teddy if required (smaller the better and hopefully one that does not cause major distress if it cannot be located)

One game only that is small enough to go into your luggage.

Some 2pence coins.

A Torch (optional)

Birmingham Marlins T Shirt and swimming hat. You will need a t-shirt for the group photographs.

Please note, we are not responsible for any loss or damage to any personal belongings that your swimmer brings onto the camp. Staff are not to be asked to look after any belongings including watches.

Please do not bring

Laptops
Sweets
Jewellery
Mobile phones
Electronic communication devices
Anything heavy to carry that is not really required

Additional food – do not put any food into luggage except for the lunch box required on the Tuesday.

Anything that makes a loud noise!

Mobile Phones and communication home – No phone policy

This camp is a mobile phone free camp. That means no mobile phones or use of electronic communication devices to be used during the ‘normal’ day time activities. We request that younger children do not bring phones at all. From past experience, a home sick child will phone a parent and get everyone upset, only to be as happy as Larry a few minutes later. Once we had one parent turn up at the hotel to take their child home, who had phoned home begging to go home. As soon as the parent turned up, they did not want to go and were happily taking part in the evening entertainment.

Parents will be contacted if there is a problem.

I am aware that teenagers cannot be parted from phones without a complete amputation, so whilst we are no phone camp, phones can be used for taking photos or for playing games during travel or for the purpose of setting an alarm. Phones will not be allowed in the dining rooms, day rooms or the swimming pool. If you must bring one, you are responsible for it and staff are not to be asked to look after during a swim session. Mobile phones being left in rooms will need to be switched off. Please do not ask staff for phone chargers – if you forget yours then you will either have purchase another or go without.

Updates on events with photos are put onto the web site and on Face book page so parents can see. I do try and do this every evening, although sometimes it can be very late in the day when it goes out.

Parents/carers – please do not expect a lot of contact, you will be contacted if there is a problem or issue, but otherwise communication will be limited. Please refer to web site or Facebook for updates. There will be a specific page set up for your information.

We will not be responsible for any loss or damage to mobile phones or any other electronic equipment including watches that swimmers have decided to bring. I cannot make this any clearer. Following previous incidents of loss or damage, I have to emphasise that it's swimmers' own responsibility to take care of their own belongings. Loss of money, purses, bags, equipment, phones will not be replaced. If it is something that the swimmer cannot do without, then we will provide a replacement but there will be a charge made to either the individual or to the parent of that swimmer. Whilst it is important for staff to have phones on them, swimmers do not need them. All mobile phones will need to be switched off once we get to the hotel and remain switched off as much as possible.

Ideally, leave your phone at home. You do not need it. The teenagers will survive and continue to breathe in and out without a phone for a few days.

Meals and drinks and dietary requirement information

All dietary requirements will need to be declared on the consent form please otherwise it will be assumed that parents are happy for individuals to eat any of the foods on offer on the hotel menus.

I inform the hotel in advance of our stay of specific dietary requirements, so the chef will ensure that these can be met. The chef is always happy to discuss any specific needs directly with parents by phone should you be concerned about this. A listing of specific requirements is made available to all the staff including the waking night staff, and is also put up in the kitchen notice board at the hotel. If your consent form is returned late, the dietary requirement may not be declared to the hotel as this information has to be sent in advance of our stay.

Meals consist of light breakfast of cereal, toast, yoghurts, fruit early morning between 6am and 6.30am, full breakfast which will be served around 10am after our morning swim followed by a light lunch mid-day. A 3-course evening meal will be served around 5.30pm, after our afternoon swim. There is a supper of hot chocolate, biscuits or a small cake during the evening entertainment. On the Thursday, after our late swim, there will be a light supper of sandwiches available. There are also sandwiches available during the daytime if required.

Over 18's can purchase alcoholic drinks after 9.30pm and only if it does not impact on swimming or other activities. Staff will monitor alcohol consumption. No one will be allowed to become intoxicated. This will be classed as unacceptable behaviour. No alcohol will be allowed to be purchased before 9.30pm in line with safeguarding and health and safety requirements. Swimmers over the age of 18 who wish to purchase drinks will need to bring proof of identification, otherwise bar staff have the right to refuse to serve. Alcoholic drinks are not going to be served with the evening meal or allowed in swimmers own rooms.

Soft drinks (such as Coke, Pepsi, lemonade, orange juice etc) can also be purchased from the bar, we ask for parent consent for this and this service must be paid for from spending money. Swimmers can also purchase crisps and sweets and chocolate bars from the bar. We only allow these purchases to be made on a Friday evening otherwise we have had past experiences of swimmers eating loads of sweets and then not eating their evening meal. Most swimmers like to treat themselves on the Friday night by purchasing something from the hotel bar.

There are tea and coffee making facilities in each room; younger members will have access to squash rather than hot drinks in their rooms.

There is a jug of iced water in the day room at all times, but due to the number of spillages in previous years, swimmers will need a drinks bottle. There is also squash available in orange or blackcurrant but again, a drinks bottle is required. Previous years, we have used cups and we spent every day cleaning up at least one spillage, so this year, all swimmers will require a drinks bottle with their names on for use within the hotel. You can use the same bottle for poolside, or bring 2 bottles. Do not use a bottle that has a detachable lid. Swimmers will not be allowed to share drinks bottles with other people including siblings. Swimmers can top up their drinks bottles as many times as they wish.

There will also be access to fruit during the daytime.

Soft drinks, fruit juice, tea or water will be provided at every mealtime.

Swimmers are allocated a seat within the dining room. This will remain their seat for the entire stay. Seating is allocated against a criteria including being in line with dietary requirements, mixture of older and younger swimmers, spacing for wheelchairs, and friendships. It means that the chef can ensure that dietary requirements are met when serving and preparing food. We also encourage older swimmers to support younger swimmers, even if it is just to read out what is on the menu, as some of our swimmers are unable to do this by themselves. Some swimmers require help with cutting up foods and it is always nice to see good levels of team working taking place.

Food consumption and hydration is monitored by staff. This is because it is important that swimmers have sufficient food to maintain their strength in the pool across all the sessions. We request that parents do not pack additional food or sweets, as it is difficult to manage and can affect how much a person will eat at mealtime. Swimmers need sufficient calories and remain hydrated to swim to their best ability across the 2-3 sessions a day. Staff reserve the right to remove any foods found in swimmer's individual rooms or belongings.

We do have swimmers attending with food allergies. Therefore, it is important that swimmers do not swap food with each other.

Ice cream is purchased on the pier for all the swimmers at some point during the stay. Swimmers also have the opportunity to purchase treats but this is monitored to ensure it does not impact at meal times.

There is a menu available on the web site for the hotel. I am pretty sure that there is something on there that everyone will eat, but if there really isn't, be assured that the chef is quite happy to produce a baked potato, toasted sandwiches, egg on toast or another alternative.

We do have a dietary requirement officer attending who will monitor to ensure that all requirements are met.

On Tuesday (the day we travel) all members will need a lunch box. Please put your name on the lunch box. There will be an evening meal provided but no lunch time meal - please do not pack a lot of sweets, fizzy drinks or chocolate.

Medication requirements

All medications must be declared on the consent form, even if you are self-medicating. All medication must be labelled with swimmer's name, dosage, what the medication is. Medication must be handed in to the primary medication officer before departure (Heather) with all instructions clearly written. Non-prescription medication must also be handed in. If a swimmer is found to have medication that has not been declared it will be removed. This is really important and includes any creams that are prescribed or off prescription.

We will have MAR sheets in use at this camp. (Medication administration records)

We have swimmers attending who may not understand what medication is and if left lying around, it is possible they would take it thinking it was food or sweets. I am sure you are fully aware of the consequences of this, so please do not pack any medications without declaring it.

If you are self-medicating, you are responsible for storing your medication in a safe manner. Staff will monitor this and retain the right to remove medication from an individual who self-medicates, to store and administer if it has been deemed that an unsafe situation is occurring. You must ensure that it is stored correctly and your room remains locked when you are not present. Even if self-medicating, the medication must still be declared on the consent form.

If you are over the age of 18 years, you still need to declare the medication on the consent form and sign it. This form is used in the case of an emergency.

If a problem occurs in relation to administration or storage, then parents or carers will be contacted.

If you are self-medicating and sharing a room with another person, it is possible we will request that the medication is stored with the medication officer for safety reasons.

The primary medication officer has a safe storage facility in her room for medications.

Medications and creams will be administered throughout the day/night with privacy and dignity will be promoted in line with safeguarding procedures.

Some medications require 2 people to be present in line with the law on controlled drugs. Karen and Heather are fully aware and trained in medication procedures.

Inhalers and EpiPen's can be kept with the individual but need to be declared on the consent form and the medication officer must be informed of the storage arrangements.

It is helpful when handing in medication in a small tub is used, containing all the medications and tub labelled.

Please note – we are not allowed to administer out of date medications – please check prior to departure that your medication is still in date.

Rules

We don't have many rules whilst we are away but what we do have are there to protect swimmers from getting hurt. It is appreciated that parents, carers and swimmers follow the advice and guidance given in this information letter, to ensure that everyone has the same opportunities, is kept safe from harm and we have a happy camp.

Individuals do not enter another person's room without consent of a staff member and there has to be a legitimate reason otherwise consent will be refused.

Do not leave the hotel unless there has been an instruction to do so or if over 18, a staff member has been informed that you plan to go outside.

Listen and follow instructions given from your staff member

Behave in a way that shows respect to others, including respecting privacy of staff.

There is no running around the hotel. Once you are in your room, you stay in your room or go into the day room until you have been told to do so otherwise. You do not wander around the floors of the hotel, or up and down the stairs. You can use the day room at any time whilst we are at the hotel and there will always be a staff member or support staff or young volunteer in there.

Do not use the lift at the hotel if you are able to use the stairs. We have swimmers who cannot walk upstairs and need access to the lift. The lift at the hotel is not the fastest I have ever used (in fact it is very slow) and if you are using it, then it means someone else cannot. If you are able to do so, then use the stairs. Younger swimmers are not allowed to use the lift without the support of staff or a helper. This is a hotel rule.

If swimmers access any games or activities within the day room area, they must be put away and placed back into the storage area when they have finished using them.

Behaviour codes and policy.

A copy of the behaviour policy is available on the web site. However, should a swimmer display behaviour that is not acceptable or does not adhere to the rules above or breaches the behaviour policy, it is possible a sanction could be put in place. In the event of any action that involves an expense, these will be passed onto the parent of the individual concerned.

We are aware that individuals will get tired and in turn this leads to negative behaviours. Tiredness is monitored and if we deem that a swimmer is becoming over tired, then swim sessions maybe adjusted so additional rest times are given.

Spending money

Up to £30 in spending money can be brought with each swimmer. However, most swimmers will not need any more than £10. We will visit the local shops where you can purchase items. There is a bar at the hotel where you can purchase drinks, sweets and crisps if required. Swimmers are responsible for their own monies; staff are not to be asked to look after money except where age or individual needs mean that the swimmer is unable to look after it themselves. If spending money is to be given to staff member it must be in a bag you can re seal marked with the swimmer's name and the amount enclosed.

Homework and revision

I am aware that some swimmers are taking exams shortly after our return. Therefore, sessions will be made available during the daytime for swimmers who need to do revision or homework. I would prefer that no one brings a laptop, but if you really need to for homework or revision purposes, you will need to declare it, carry it yourself and it can only be used during the allocated time. Laptops can only be used for the purpose of homework.

Entertainment

There is entertainment provided within the hotel in the evening. This starts around 7pm and goes onto around 10pm. The entertainment is suitable for children, young people and adults.

There are board games, Lego, music and TV available.

We visit the beach, local park, pier, arcade and go to the local shops.

We have several sessions on the beach, weather permitting.

We do visit the arcade on the pier. If you are able to supply your swimmer with around 30p of 2pence coins for the slot machines – that would be helpful, as everyone likes to play. If not, this will be supplied for them.

There is a land train and we may take a trip on this, weather permitting and assuming it is running.

We visit the rock shop, where purchases can be made.

We sometimes have a nail painting, hair plaiting, face masks evening (tends to be the girls rather than the boys who prefer to take part in this, but it is open to all)

Rest Time

There is planned in rest/recovery time between sessions. Swimmers are advised to use this time to relax and rest in their rooms or in the day lounge. Staff will also have break time during this period, although there is always a staff member on duty. Swimmers can access board games, TV, and games consoles in the day room during this time.

Staff have a planned break for at least 30 minutes to 2 hours during the day. Bearing in mind that staff are up in the night several times, and do not go to bed until around 1am and up again by 5am, they need switch off time. During staff break, unless there is an emergency, staff are not to be disturbed. There is always someone on duty at all times where swimmers can access help or advice if required.

Some swimmers require constant supervision due to age or needs. We are aware of this and a person is allocated this role during staff rest periods.

Personal time

I have been asked by some of our older swimmers if they can have some personal time to go out into the town by themselves. This requires parental permission which is on the consent form.

Personal time will be granted on the understanding that appropriate behaviour is demonstrated, swimmers return at the set time, and stay within a close location. It is only open to swimmers who have been deemed old enough and responsible enough to have this privilege entrusted to them. No one under the age of 11 years old will be able to go out without a staff member. However, that is not to say that an individual who is over the age of 11 years will automatically be granted that privilege either even if parental consent has been given.

Safeguarding procedures

Karen, Dave and Heather are the safeguarding officers at this camp. Our policies state that no staff member can be alone with a swimmer who is under the age of 18 years at any time for any reason. We also use the same policy for any swimmer over 18 years old where there is a learning disability present. Therefore, chaperones are used when providing individual support. Chaperone support can be given by staff, support staff or by volunteer helpers or even by an older swimmer. Whilst it can be sometimes impossible not to be in the presence of a child in a state of undress, as some swimmers do require support with changing and dressing, we promote the privacy and dignity of each person. Our policies and procedures protect swimmers and protect staff, and therefore, there are no exceptions or breaches to the procedures.

Should a person become restless at night, due to child/vulnerable adult protection procedures, the swimmer will be either be taken to the day lounge and supported by one on-call staff with the waking night staff, or by two on-call staff members. It is a requirement that a minimum of two people present in the room whilst the swimmer is re-settled. Staff are not allowed to be alone with an individual in a bed room environment at all, this is to protect staff as well as camp members.

Swimmers are not allowed in staff rooms at all under any circumstances. This includes swimmers who may have parent present who is a staff member.

Should a younger swimmer require a cuddle (usually at bed time), this can be given but in the presence of another person who is chaperoning.

.

Qualified named staff members will help any swimmer who requires additional support with personal care, dressing, undressing or healthcare procedures, with privacy and dignity being promoted, and in line with our procedures. We have both male and female staff available, although it is possible that chaperones for male swimmers who require support, may have to be carried out by female staff members.

We have some swimmers who require support to use the toilet during the night. This will be supported by 2 staff members. We also have swimmers who require the use of incontinence sheets and pads. These must be provided by the swimmer – the hotel does not supply them without a charge. However, we can provide the care required. The hotel provides clinical waste disposal.

Our staffing team on this camp have worked together on several other camps before. We are aware of our working requirements and work together as a team to ensure that safeguarding and protection procedures are met throughout our stay.

Infection control

We do try and keep the possible risks around the spread of infections down to a minimum. With the number of people present, it is very easy for an illness to spread amongst the camp. We insist on hand washing on a regular basis including prior to and after eating, when returning from playing on the beach and after using the toilets. Use of hand gels will be promoted ongoing and this will include getting onto the coach, upon entry to the leisure centre and at other times. We promote good personal hygiene including showering, hair washing and teeth cleaning on a regular basis.

If a swimmer is showing signs of illness, this is monitored and if deemed necessary, parents or carers will be contacted to collect their child.

If a swimmer is ill just prior to the camp, can you please inform me. It probably won't stop the person from attending, depending on the type of illness, but it does help to have all the relevant information.

We ask that swimmers tidy up after themselves, dispose of waste into the appropriate bins, and do not leave wet swim wear in bags. Younger swimmers are supported with this but we encourage older swimmers to responsible for this themselves.

All bathrooms at the hotel are cleaned once a day. All waste bins are emptied daily by hotel staff. All touch points are cleaned on average twice a day.

Staff use PPE equipment including gloves and aprons during some routines.

Swimmers are not allowed to share drinks bottles. Each swimmer must provide their own drinks bottles, that are named.

Swimmers are not allowed to share towels, even if they are siblings. Each swimmer must provide towels for their own usage. There are individual towels provided for use within the hotel only.

Infection control is everyone's responsibility.

Additional information

Four staff members (Karen, Donna, Heather, Dave) are able access to individual rooms, even if the door has been locked by the individual. This is for health and safety reasons. Privacy and dignity will be respected at all times and staff will only enter an older swimmer's room if the need to do so arises. No staff member will enter another person's room on their own, there will always be two staff members present.

The following named staff (Karen, Heather, Dave) reserve the right to remove personal or hotel belongings from an individual's room and return them at the end of the camp, should the need arise. We will whenever, possible, advise parents or carers of this action at the earliest possibility and the reason for it. It is mainly when a swimmer has brought something from home that is inappropriate for the camp, breaches any of the guidance or advice given in this information letter, or requires close supervision for usage or the item has been deemed unsafe.

The hotel does provide dryers for towels but not laundry facilities. The waking night staff are quite happy and willing to dry out any wet towels using the tumble dryers.

Staff and swimmers will come home very tired following this camp. Expect some very tired people upon our return.

I think I have covered all information here but if you do have any questions please do not hesitate to ask.

Karen.