



Lumen Summer Camps

CODE OF CONDUCT

This contract is to be signed by both the participant (child) and his or her parent/guardian. This ensures that both the child and the adult understand the conduct expected as well the sanctions that will be implemented where rules are not followed.

Parental Conduct

For our Code of Conduct to work and help to ensure the best outcomes for our children; everybody needs to respect the professional relationships required at the Summer Camp. Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations. We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself.

I agree to:

- Make sure my child is at Summer Camp and collected on time or at the collection/drop-off service on time, and fund any costs of childcare beyond the stated end times of each day.
- Help my child to keep the behaviour expectations set by the Summer Camp.
- Support my child in understanding how to respond appropriately to reasonable requests.
- Inform the Summer Camp promptly if there are any problems that may affect my child's attendance, behaviour or learning.
- Speak to the Summer Camp administrator in the first instance if I have a concern and use the appropriate escalation policy to achieve a resolution to that concern, rather than via other means (e.g. social media).
- Help my child to be organised about the clothing and packed lunch they need.
- Make sure my child wears appropriate clothing.
- Respect & trust the decisions made by the Summer Camp regarding my child's provision, including allocation to activities.
- Read and respond when necessary to communication which comes from the school e.g. weekly newsletters.

Child Conduct

I agree to:

- Always try to keep the promises we make in the Code of Behaviour
- Respond appropriately to reasonable requests at all times
- There will be no physical contact between any members of our Day Camp. This includes hitting, kicking, slapping, sitting on laps, carrying on back or shoulders, etc. There will also be no threats of physical contact or bodily harm.
- Possessions will only be handled by their owners. All personal belongings will remain at home with the exception of lunches, any required changes of clothes, sun block and any medicine. Lunches and sun block will not be shared.
- Help my parents or carers to help me arrive at the Summer Camp on time.
- Tell one of the Summer Camp team if I have a problem or worry.
- There will be no name-calling or teasing. Only positive dialogue will be allowed.
- I will be expected to participate in planned activities. There will be no sitting out unless given permission by my parent or guardian.
- My clothing must be appropriate. No skirts, see-through shirts, short-shorts, or clothing with inappropriate logos or writing. All clothing, including shoes must be worn at all times.

Summer Camp Staff Conduct

We agree to:

- Help the children understand expectations of behaviour which ensures a happy and successful environment at all times
- Offer a broad, balanced and differentiated range of activities that meets the needs of every child
- Celebrate individual children's efforts, achievements and successes
- Ensure children's physical and social well-being at all times
- Fully discharge our Safeguarding responsibilities with sensitivity and rigour
- Create an environment where children feel they are listened to
- Create an environment that supports open, honest, constructive dialogue about each child's performance and achievements, whilst respecting confidentiality issues

Summer Camp Sanctions

Staff members will practise positive reinforcement and remain professional if they have to enforce sanctions. A calm, collected and cool demeanour is expected. Anything less is unacceptable.

Level One: Verbal Warning

Level Two: Time Out

Level Three: Loss of Privileges such as iPads and field trips

Level Four: Sent Home

Parents will be informed of poor behaviour in the following ways, dependent on the severity of the behaviour.

- Phone call home to explain actions
- Verbal report of actions that took place at the end of the day

We reserve the right to ask you to collect your child from Summer Camp during the day should the above conditions not be met. We reserve the right to withdraw your child from Summer Camp in severe or persistent cases of poor behaviour, this is at the discretion of the Summer Camp Leader. Please note that if your child is withdrawn from the Summer Camp due to poor choices and negative behaviour refunds will not be issued.

By signing this form, you, as the parent or guardian, as well as your child, agree to and understand the sanctions that will be enforced at all times during the Summer Camp.

Child name:	
Child signature:	
Parent name:	
Parent signature	
Date:	