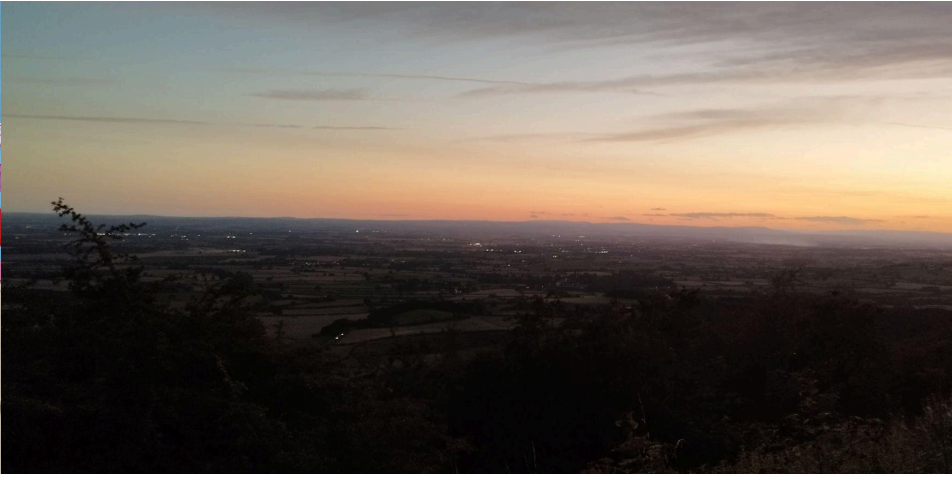




New Helper Guide Campus 2024



New Helper Guide 2024

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What is Campus?

Campus Children's Holidays is a charity, started by Cambridge University students, which organises activity-based holidays for children from Liverpool each year. Campus has been providing holidays to children from disadvantaged backgrounds since 1967, starting off with only a handful of children and growing each year to make an even greater impact! We now offer holidays to **over 100 children** each year, and recruit volunteers from across the country.

Our Aim:

Campus' objective is to provide activity holidays for children from disadvantaged backgrounds who may not otherwise enjoy a summer holiday away from home. Our children are referred to us through social services and all greatly benefit from regular summer holidays with us.

We provide children with a safe place to have fun and have a holiday-like experience. We ensure that every child who comes on our holidays feels well cared for and at the centre of everything that we do.

Our Children:

The children and young people we work with are easily the best thing about Campus! Most children come to Campus because they have been referred to us by their Social Worker. We also take children who have been referred to us by Barnardos as they are young carers. Every child referred to us is in need of a holiday or a break and our job is to make sure they have the best time possible with us!

The children may be living through difficult experiences in their home lives and this is always worth being aware of when thinking about how their behaviour may be affected whilst they are on our projects. The most important thing to remember is that all of the children are different and have different situations and ways of coping with things. Some may be extremely quiet and shy whilst others are loud and boisterous. We need helpers who can look after the entire range of children and help make sure each one has a special experience.

Who runs Campus?

Campus is run by its [Executive Committee](#), a current group of 21 volunteers who have all started as new helpers on a Campus week and have got more involved throughout the years to form our EC. This committee is made up of both students and alumni who ensure the smooth running of the charity throughout the year. They have a lot of work to do to ensure that all the projects can go ahead. There are more opportunities throughout the year to get involved, such as the Winter Project and Young Helper Project, which you can find out more about from the experienced helpers on your week! The Committee meets regularly, both in person and online, to organise and arrange things like booking the site to use, working with social services, recruiting new members, fundraising money for the charity, organising training and so on! After you have volunteered with us this summer we hope that you will consider getting more involved in our charity!

Summer 2023 Impact

2023



THE IMPACT OF CAMPUS

WHAT IS CAMPUS?

Campus provides respite holidays for 6 -13 year olds in the Liverpool area

Provides past campus children with leadership opportunities



100% OF PARENTS AND CARERS SAID THEY'D LIKE THEIR CHILDREN TO ATTEND CAMPUS IN THE FUTURE

WE ASKED PARENTS/GUARDIANS WHAT THE BEST THING ABOUT CAMPUS IS

CONFIDENCE

The increased confidence in my children. The staff do an incredible job of making the kids feel special.

Confidence building and playing with peers.

85% OF PARENTS AND CARERS SAID ATTENDING CAMPUS HAS INCREASED THEIR CHILDRENS' CONFIDENCE.

KIND FUN HELPERS

Workers are like a family, the kids absolutely adored them

What a child remembered the most: "The activities they took part in and the friends they both made, they also really liked a lot of the adult staff members a lot."

BREAK FOR PARENTS AND CARERS

"It has given me an opportunity to have break from caring responsibilities & given my children experiences I could not afford to do with them."



"It's good for the children to have a break and also for the carers to recharge their batteries"

"Campus played a huge part in our summer [...] we got to spend some much needed quality time together while Ellie* and Henry* were enjoying their amazing trip with campus. We are very grateful for that special time we got to have together [...] so thank you from our family."



IS THERE ANYTHING YOU THINK CAMPUS COULD IMPROVE UPON?

"No"

"Not really, but Freddie* says he would have liked to have stayed away with Campus for 1 or 2 days longer."

"Extra weeks (from a campus child)"

WHAT CHILDREN ENJOYED THE MOST ABOUT CAMPUS

EVERYTHING. DAILY ACTIVITIES THE STAFF MARSHMALLOWS BEING PART OF A SMALL GROUP BURGERS MAKING FRIENDS. SWIMMING BATHS. FACE PAINTED OUTDOOR ACTIVITIES SPENDING QUALITY TIME WITH THEIR SISTERS. ICE SKATING FOOTBALL BEACH CAMPUS POINTS

30% OF PARENTS AND CARERS SURVEYED SAID THEIR CHILDREN DID NOT GET ANY OTHER TYPE OR BREAK OR HOLIDAY IN 2023.

BENEFITS OF CAMPUS

- Freddie* had a really good time at campus and made new friends, many of whom he stayed in touch with after the holiday ended.
- They both benefitted massively as they have never taken a trip that long without us so I think it built up their self-esteem and self-confidence and gave them both a bit more independence.
- from not wanting to go to coming home full of smiles and chattering about what he did. A lot more confident and has joined a school club

- 85% of parents and carers said their children make friends whilst on Campus
- Parents and carers were asked to rate how much their child enjoyed their Campus Holiday out of 10, 69% rated it 10/10, the remaining 31% rated it 9/10.

*Children's names were changed for confidentiality and safeguarding

Campus Projects:

Residential Project:

Helpers: Saturday to Saturday

Kids: Sunday to Friday

Residential project runs from the beginning of the school summer holidays, based at a site in North Yorkshire. For many of our children this is the only chance they have to escape the city.

We take around 25 children (aged 8-13) each week who would not otherwise receive a holiday or who need a break from home for whatever reason. Children are split into small activity groups based on age and gender. There are normally five children in each group with two or three helpers, meaning each child receives a great deal of positive adult attention.

Both adults and children stay overnight on site and spend time there during the day where they are able to make use of our bouncy castle, large outdoor space (perfect for football and large group games) and craft room (helpers are often seen sporting fashionable face paint!).

Most days, groups are taken off site in our minibuses to a range of fun activities in the local area. Some favourites include trips to the beach, swimming, horse riding, farm visits, adventure parks, ice skating, trampoline parks... the goal is to tire everyone out! Evenings are also busy, with activities such as campfires, BBQs, enjoying fish and chips in the park and scary night walks.

A large number of our kids and helpers come back to the same Residential project year after year - but newcomers are always welcomed. You will quickly understand the Campus spirit - there's always someone to have fun with and there's always someone to help you with whatever you need.

Hippocampus

Helpers: Sunday to Saturday

Kids: Monday to Friday

Our Hippo project is similar to our Residential project, except that the children are younger (6 years old+) and are picked up and dropped off home each day. Only helpers stay on site overnight. We pick kids up around 9am and take them on fun activities during the day, including the beach, cinema, play farm, swimming and maize maize! We then drop them off at home between 4-5pm. There are no domestics on Hippo project, so everyone mucks in with cooking dinner, and then there is kid-free time in the evening to spend with fellow helpers!

Young Helper Project

This is a weekend trip at Easter. Helpers arrive on Friday and leave on Monday. Potential Young Helpers are recommended to the EC by coordinators during the summer projects, so keep an eye out for 13 year old children who could be a good leader! At YHP the selected children undertake a number of training activities to learn important skills for being a helper on Campus. Those who pass are invited on projects in the summer. Notable things to bring - no swimwear needed, just old clothes, bedding optional, spare trainers

Winter Project

Winter Project occurs between Christmas and New Year, and children from each week of summer and invited for a fun day out with their Campus helpers! Winter project is three days long but you can choose to do a day, two days or all three days. Usually this project is only open to volunteers who have done a summer project first. Volunteers sleep in a dorm room style hostel with other volunteers. Dinner times provide a relaxed environment to get to know other helpers, and a social is usually arranged for New Year's Eve!

Roles in Campus

Coordinators:

The coordinators run a typical week at Campus. When you are volunteering, you will have 2-3 coordinators arranging everything behind the scenes, both before you arrive on site and whilst you are there. Each helper is contacted by their coordinator before their week to discuss their role on Campus and answer any questions you may have.

They are responsible for:

- Arranging and booking activities
- Providing a bulletin each day with a timetable and risk assessments
- Giving groups help, advice and support on the week
- Supporting group leaders to manage challenging behaviour
- Making sure both children and helpers have fun
- Maintaining good relations with the site and locals
- Taking responsibility for the welfare of both children and helpers
- Waking every helper up with a cup of tea or coffee in bed!!

The coordinators will have been Campus volunteers for many years. We typically have 2 coordinators per week, but sometimes there will be 3 when a new coordinator is gaining experience for a year before starting to coordinate themselves. The coordinators can always be your first point of call for any questions/worries you have!

Drivers:

During your interviews and applications you will be asked if you would feel comfortable driving for Campus. Some helpers are responsible for driving the minibuses to activities; this is a vital role as without them nobody can go anywhere! New (and old) drivers are welcome to test the minibuses when they get to site to get used to driving them again and to make sure they are comfortable driving them. The welfare of our drivers is extremely important and everyone must play a role in ensuring that all drivers are well rested and fit to drive. Drivers on Campus are strongly encouraged and supported to have at least 8 hours of unbroken rest each night to ensure they feel comfortable driving the day after.

Domestics:

Domestics are very important for running a campus. On residential projects they keep the site clean, cook meals, and overall make campus feel like a home away from home. If you are acting as a domestic, please bring swimming stuff/old clothes etc - you may be offered an opportunity to go out on an activity. You may be asked to take on domestic duties for a day as a group leader, and **everyone is expected to chip in and help the domestics out**. For example, helping to clear up at meal times and making sure your group keep their room tidy.

Young Helpers:

Each year we invite back some of the most responsible previous Campus children to come and assist at Campus as young helpers. Before being invited for a week, they all attend a training project; called the Young Helper Project. Young helpers are aged 14-17 and are often far more experienced than any other helper, since they have typically attended projects for many years! They can have a different relationship with the children than the adult helpers, due to being closer in age and sharing a similar background. With these things in mind, it is clear why young helpers are regarded as such an asset to every Campus week. **They must be treated with as much respect as all of the adult helpers on the week.**

Experienced Helpers and New Helpers:

- Receive training before their project
- Supported by other helpers and coordinators
- Duties
 - Bedtime
 - Wake up
 - Meal times
 - Making sure the children are having fun
 - Supervising kids
 - Noting and recording accidents, incidents and safeguarding concerns
 - Looking after fellow volunteers
 - Make sure drivers sleep (on residential especially)
 - Going on fun activities with the children!

Helper Wellbeing/Survival Guide:

Quick guide

What to bring with you (see below for detail):

- Clothes
- Medication (will be locked up in the office)
- Towel
- Sleeping bag
- Two pairs of trainers
- Pillow (non-essential)
- Hot water bottle (non-essential)
- Snacks (non-essential)
- Phone and Charger
- DBS certificate
- First aid certificate, driving licence (if asked to bring it)

Prep Before the week:

- Ensure you have any medication you may need
- Attend new helper training
- Complete any tasks sent by your coordinators

Looking after yourself:

- Ask for help from other helpers or coordinators
- Take breaks if the children are supervised and inform the other helpers in your group
- You will have other experienced helpers in the group to support you

Main guide

Photography and Social Media:

Photography of the week is allowed on Campus as long as it is only of the adult helpers on your own device. Under no circumstances are you allowed to take photos of the children (including young helpers) on your phone and you shouldn't have any device out in front of the children unless necessary. We want our volunteers to have good memories of Campus and have some ridiculous selfies and photos of your experience, but it is always important to be aware of who is nearby when taking pictures.

Children are not allowed to bring their phones on Campus therefore, when they see your phone they immediately want to use it - and this is not allowed. You should use your phone when contacting another volunteer, checking a postcode/schedule, putting music on or in your downtime when children aren't around.

Posting photos on social media after the week has finished is encouraged if you want, however, Campus does have specific guidelines on what is and isn't acceptable to post. Even with a private social media account, we ask that you do not tag the locations where the site is, as there are some children who have families they are not allowed to be in contact with, and we do not want them finding out where they are as it is our responsibility to keep them safe. Also, it is important to get everyone's consent before posting photos, as some of the volunteers may also not want things posted on the internet. Please be mindful about what you are posting.

Under no circumstances are you allowed to add any of the children or Young Helpers on social media as they are all children. Some of the children may tell you they want to keep in touch and try to give you their social media, you must not accept this and do not give them your social media either. As the children are not allowed their phones, they will typically write down their social media to give to other children they have made friends with during the week.

Smoking and Alcohol:

Helpers who wish to smoke may do so, provided that they do this out of the sight of children and that this does not compromise the supervision of their group. Cigarettes and lighters must be kept away from children at all times.

Alcohol is strictly forbidden on Campus projects and must not be brought to sight.

Looking after yourself:

A week of Campus can be exhausting so it is important that you look after yourself so you don't burn out. If you need to take a break then chat to the coordinators, they can ensure someone can cover for you to keep the children safe and happy.

We encourage volunteers to come back after the first year and join the Campus community and we want to give you the best experience possible too so that you want to come back! If you are struggling during the week, we can always offer the solution of exchanging places with a domestic for the day and staying on site helping out instead of going on the activities with the children. The coordinators are also available on site to help out with bedtimes if you are struggling and the experienced volunteers are always happy to lend an extra hand if you are struggling and there to offer advice.

On hippo projects, you will have time in the evenings after dropping off the children to discuss how the day went and reflect on any difficult situations or children that you are unsure about, or anything else which is troubling you. If you want to discuss something in private with a coordinator, all you have to do is ask!

On residential projects, there will typically be time in the evening when the children are sleeping where many of the volunteers will have some down time to discuss how the day went and to have a helper treat; lovingly made by the domestics on the day. This time can be really helpful to discuss anything you felt was hard during the day so that we can try and improve the day after and is also time where you may get a bulletin for the following day so you know what activities you are doing and can get yourself ready and prepared in the morning before you wake the children up.

The most important thing is to communicate with the experienced helpers - we have all been a new helper at one point or another and there is lots we can do to help you out if you need it but if you don't ask, we can't help!

What to bring:

- ★ Suitable clothes for the week: The children sometimes take their arts skills a little too far getting face paint or pen on our clothes so make sure you have some old clothes you don't mind getting a bit dirty or muddy and wet during different activities.
- ★ Swimming costume: We aim to take all the children swimming at some point during the week, and sometimes we have activities which involve jumping or canoeing in lakes etc, so it is important that you bring suitable swimwear. (If you have any issues with taking children swimming, there can also be an option of staying onsite and changing with a domestic, or sitting out with any children who cannot or don't want to swim - please inform a coordinator)
- ★ Towel: Bring a towel that you can use for when you are getting showers and also to take out to swimming with you or to the beach
- ★ Small bag: When visiting activities like the beach or swimming, it can be really useful for you to have a small bag to carry your own things in. We do bring large bags with the children's towels and clothes in, but it can be a lot easier to have your own things with you
- ★ Trainers (and an option of spare sensible shoes): Some of the activities can be pretty muddy or you can end up with soggy shoes that won't dry overnight. It can be a really smart idea to bring a pair of trainers you don't mind getting dirty or damaged.
- ★ Extra clothes in case things get wet or muddy: Whilst we do have access to a washing machine and we can have clothes cleaned for us, it is really important to have extra clothes in case the children have forgotten something at home and we need to lend them suitable clothes, or in case your own clothes get too dirty to wear.
- ★ Sleeping bag or pillow: these are both optional things you can bring. Campus offers sleeping bags and pillows to all volunteers however, sometimes people are more comfortable bringing their own. You're more than welcome to bring your own with you and use them or you can use the ones we provide.
- ★ Mobile phone and charger: It is important to have your mobile phone with you at all times as coordinators may try to contact you and during the week we tend to use a whatsapp to communicate with each other. When two different groups are on different activities and trying to arrange what time we will be back to eat etc, it is easiest to have open communication on a group chat so that everyone is

aware of what is happening. It is also essential that you remember to bring a charger, all volunteers will have them and will be happy to share but you'll probably need your own to charge your phone overnight.

- ★ **Money:** If we go to activities and you want to buy yourself hot drinks or snacks, this will allow you. The children's money is kept separately but they each have an allowance during the week so don't be tempted to spend your money on them as they have money themselves!
- ★ **Medication:** It is your choice whether you would like any medication you bring to be locked up in the office or to be locked in your room. If it is kept in your room it is your responsibility to look after it and keep it away from children. We ask that you inform us if you are taking medication so we are aware what is kept on site but you have the option to keep this yourself.
- ★ **DBS Check:** If we have asked you to bring a copy of your DBS please try and remember this as it is essential that all of our volunteers are DBS checked.
- ★ **First Aid Certificate/ Driving licence and paper counterpart:** Only bring either/ or both if relevant or asked for.
- ★ **Snacks:** You may want to bring snacks for the evening or for small breaks you take throughout the day. Keep these with you in your rooms or the children WILL eat them!

Example Activities:

Campus tries to make the most of doing offsite activities but these do tend to vary every year. Here are some examples of what we may do during the week:

- ★ Swimming
- ★ Trampolining
- ★ Roller skating
- ★ Laser tag
- ★ Bouncy castle (onsite)
- ★ Park/ playground
- ★ Cooking
- ★ Fun fair
- ★ Bushcrafts (raft building, tent building, etc.)
- ★ BBQ/ Toasting marshmallows (onsite)

Travelling to site:

Your coordinator will be in contact with you about train times and the site location. Sometimes if people are driving to site from an area local to you they may offer a lift but majority of the time the easiest way to get to site is by train. When you arrive at the nearest station, you will likely be picked up by fellow volunteers or coordinators from the train station.

Benefits of volunteering with us:

Volunteering with children comes with so many benefits but Campus especially is such a fun environment and community to be part of! It looks great on your CV and gives incredible experience volunteering with children, child wellbeing, risk assessments and safeguarding which are important qualities to have. The volunteers are very friendly and welcoming and Campus is one big family with most volunteers returning for years! We also host some fun socials throughout the year which is a great opportunity to meet more of the volunteers who may not have been helping the same week as you and meet like minded people!

One of the best benefits about Campus is seeing a change and happiness in children who are less fortunate or have disadvantages in their lives and being able to give back to them and the community. Being able to come back year after year and see the children progressing and growing up is an incredible opportunity and really helps you see the impact that Campus makes on their lives and how much they look forward to it yearly.

Socials:

Helper Treats

There are many social aspects of Campus, not just the week of volunteering during summer. We have helper treats nightly on all of our projects, giving you a time to unwind and get to know the other volunteers you're working with on the week! This can be a great time to learn about the other helpers and why they are doing Campus.

End of Project Socials

At the end of the week, after taking the children back to their homes, we go out for a meal to celebrate the week and have a fun night at a local restaurant before heading back to Campus and chilling with a few fun activities across the site for more team bonding. This is a lovely time to become closer to the volunteers that you have worked so hard with during the week and to unload the last few days. Here we are all able to laugh about the week and look back at the highs and lows and have a great time together without having to worry about putting children to sleep during that evening before going back home the day after.

End of Summer Social

In September, the EC organises a social in Liverpool for all volunteers from all weeks to meet and have a lovely meal together before going out for the night together. This is a time to completely relax and laugh about summer memories and get to know each other as you will only meet volunteers from your week during summer! It is so fun being able to get to know more people in the community as everyone has a different story and a different way of getting into Campus and it is such a good opportunity. Ask your coordinators for more details!

Executive Committee Socials

When the EC meets to discuss Campus throughout the year, to arrange everything for the projects, we try to make these meetings in person so we can turn it into a nice social event, going out for food, going out for a drink, or various other activities. This is a great way to get more involved in helping out the running and future of Campus whilst also being able to have a lovely time with the rest of the committee! At Campus there really is a community and family feel and we try to make everyone feel welcome!

Deadtime:

Deadtime is the term we use when there are no organised activities going on. This can happen at the park, the beach, on site in the mornings, on the bus, or when groups are waiting for each other. This is where the helpers need to be on the ball in order to come up with activities to fill the time. The following are just a few ideas:

Small group/quieter games:

- Hangman
- Pictionary: kids play either singly or in teams. Write a lot of words onto pieces of cardboard and pull them out of a bag. Draw on a big board so that everyone can see and guess.
- Consequences: take it in turns to either write one line of a story on each fold of a piece of paper (Man's name, woman's name, place they met, what they said to each other), or draw parts of a person/animal on each fold (head, neck, body and arms, legs, feet). Pass the paper on to the next person to do the next part. Unravel at the end to reveal a complete story or picture
- Eye spy
- Face painting: site has a craft room with face paints available and pens/paper for the children to be creative - someone will always have face wipes to get the paint off you!

Large group games:

- Wink murder: choose a detective, who leaves the room. Everyone else sits in a circle around the room. Choose a murderer and let the detective come back in. The murderer 'kills' people by winking at them; they then fall on the floor and die dramatically, make sure there's no tables or chairs right behind the children as they can be very dramatic. The detective has to guess who is doing the murdering before everyone is killed. Murderer then becomes the detective and the game starts again. This is a really good deadtime activity as most children want a go of being the detective so it can last quite a while.
- Stuck in the mud: players caught by a person who is 'it' must stand still with their legs apart until they are freed by someone crawling between their legs. The game ends when all players are stuck
- Bouncy castle: we have a bouncy castle on site with a slide, the children love using this but it can only be used if there are two helpers present to ensure they are using it properly. The children aren't allowed to switch the bouncy castle on

themselves and will try and drag you on it with them so be careful if you offer to switch it on for them or you might end up in there too!

- Football /basketball: many of the children who come onto Campus love playing football, and support LFC. It is great for helpers to join in with these games with the children! It prevents arguments, you can monitor the children and ensure they are being safe, and the children really enjoy being on a team with a helper!
- Scavenger hunt: Split the group into two teams and send them off to find items that you know will be available around the site, or in a park.

Minibus:

The week's activities are spread all over the North West so you will spend a lot of time on the bus and it's really important to try and keep the children awake for these drives so they are more tired and sleep better at nights as it makes our jobs easier!! Having a few games to play can keep the children occupied and keep the volume down, which really helps the drivers concentrate as well when navigating around. Here are some suggestions:

- **Child friendly playlist:** the children love requesting songs to whichever helper is helping the driver navigate, so its worth having the clean versions of some songs mixed on a playlist as we tend to avoid all songs with swearing in them. This can also be really helpful as the children love a bit of a sing a long on the Campus busses and they can often be found doing the macarena or singing by the end of the week.
- **20 questions:** think of an object and let the children try to guess what it is. They have 20 questions to ask where you can only answer yes or no before they guess the word.
- **Magic counting:** the aim is for the group to collectively count to twenty. Anyone can say the next number, but if two people call it out at the same time, then the group must start again from 1. This requires a lot of quiet and concentration.
- **Eye-spy bingo:** the first one to spot X wins and gets to pick the next object. This can be things like a garage/telephone box when in more residential places or could be like a yellow car or a road sign when on the motorway.
- **Who am I:** think of a Campus helper on the week with you and they can go round asking questions to work out who it is. If this is too easy, limit them to only asking yes/no questions.

Bedtime tips (residential):

- Read a story (books will be available)
- Counting slowly
 - “Can you stay still and quiet until I count for 100?”
 - Count from 100 backwards
- “If you are all settled in bed you can have hot chocolate”

Minibus:

- When picking up children, label all medication and money/wallet.
- Children are not allowed phones or electronics - if you see a phone, tell an experienced helper.

Rules and Behaviour

Please model good behaviour, be consistent with rules and consequences and enforce behavioural expectations. This includes being respectful to others, caring for equipment and property and avoiding bullying language and behaviour.

The Campus Rules:

Every project has 3 main Campus rules:

- Be Kind
- Be Safe
- Look after your things, look after our things

The Campus rules serve to safeguard the safety and security of our children and helpers, and to ensure that all the children are able to fully enjoy their holiday. Most of the behaviours you wish to correct can be brought back to these three rules.

Most behaviour can be dealt with by the helpers in a group. More challenging or dangerous behaviour should be escalated to the coordinators, who can enforce sanctions up to and including sending a child home. At the beginning of the week, the coordinator will make all the rules clear to both helpers and children. If you know of a child misbehaving or not following these rules, your first point of contact is the coordinators and they will decide what to do following up the situation.

Examples of behaviours you should report to the coordinator include:

- Stealing
- Damage to property (ours or anyone else's)
- Racism
- Fighting
- Bullying
- Dangerous behaviour in minibuses
- Going out of bounds
- Climbing on roofs
- Playing with fire-extinguishers

Swearing by children and helpers is discouraged. Helpers should try to stop their children from swearing where possible, especially around the younger groups.

Whilst there may appear to be many things to remember, in general you can just use common sense. If something is dangerous, distressing others, or seems inappropriate, then the children should not be doing it. If any serious rules are broken, even if dealt with within the group, the coordinator should be informed.

The coordinators are the only people who are able to send children home and whilst we try to make sure the children are all behaving as well as possible, there are occasions when they do need to be sent home so if you see anything you think shouldn't be happening, speak to a coordinator and they can have conversations with the children.

If the children are misbehaving, we can use the coordinators as the 'bad cops' and threaten that we will have to tell a coordinator about what they are doing. With many children, just the thought of this is enough to stop what they are doing.

Minibus Rules:

Driving children may be the most risky thing we do at Campus therefore, it is super important that we keep them safe on these journeys. If the children do start to mess about in the minibus, the bus should be stopped as soon as possible and not restarted until it is safe to do so. It is everyone's job to tell the driver if the children are behaving dangerously. In particular, when in the van, children must not:

- Remove seat belts
- Stand up
- Stick objects or parts of their body outside the minibus
- Open doors - helpers should take the immediate seat next to the door where possible, and when this isn't possible should assign this seat to one of the more responsible older children
- Hang onto the outside of the minibus

Children should not sit in the front of the minibuses unless necessary. There may be some cases when this is necessary, when there are only 2 helpers in one minibus and one is driving, the other must be sat in the back of the minibus with the children. When this is necessary, there is a height and age restriction, so when all of the children ask to sit in the front, it is important to tell them they aren't allowed and assign only one of the older and more trusted or responsible children to do this.

Encourage all of the children to go to the toilet before we leave for any activities as they can often decide after ten minutes that they want us to stop and we don't stop the minibus on the way to activities unless absolutely necessary.

The children will typically ask on drives, "how long is left" and will try to look over the driver's seat to see how far away we are from activities. We tend to avoid answering

this as they don't think they can sit still for an hour, even though they always manage to! Try to offer them picking a song, or use a deadtime activity in response to take their mind off it.

Sanctions:

All helpers must keep an eye on the children's general behaviour, but the ultimate source of authority on the weeks are the coordinators. If children misbehave, any helper can impose basic sanctions such as:

- Removing a privilege: if a child is messing about or acting dangerously when swimming, we can take them out of the pool for a period of time, if they are misbehaving on the bouncy castle, we can take them inside and not allow them back out during that deadtime.
- Imposing a task suitable to the offence: if a child has made a mess, we can make sure they tidy up the mess they have made.
- Taking a child to see a coordinator: the coordinators are the scary people of the week to the children, it can be a very good technique to warn a child you will take them to see a coordinator as this can sometimes stop the bad behaviour in question.

All your actions towards a child must carry the same message and indicate consistent rules of behaviour.

Serious offences must be brought to the attention of the coordinator, who needs to know whether there were any wider consequences. They can impose major sanctions such as missing an activity, or as a last resort, sending the child home. Other helpers should not threaten children with such punishments directly.

Incident and Accident Forms:

There are several forms that coordinators use to keep clear records of our projects. Coordinators will explain how these are used at the start of your week.

All accidents and incidents which happen on Campus must be reported for record keeping and continuous improvement of Campus activities and procedures. The coordinators will be able to guide you with how to fill these forms out but they are self explanatory majority of the time:

- Incident forms: any behavioural issues with a child
- Accident forms: physical harm or situations where risk of physical harm was increased

Cause for concern Forms:

These forms can be found in the office and should be completed if you have any concerns about a child's safety, no matter how small the concern.

Important contact number and emails (Please save)

- Designated Safeguarding Lead: Madi Shield
 - madi.shield@campusholidays.org.uk
 - safeguarding@campusholidays.org.uk

Difficult Situations:

Sometimes difficult situations, such as children fighting with each other or refusing to follow instructions, may occur. In resolving these situations, helpers may wish to use tactics such as:

- Humour
- Patience
- Firmness and insistence
- Sanctions
- Offering a way out
- Distraction
- Refusing attention
- Highlighting other people's positive behaviour
- Giving them two options e.g. "you can sit together or you can sit next to the helper" or "we can play tic tac toe or guess the word"

Explain the possible consequences of their actions and let them decide what they want to do following this. Important things to consider are:

- The safety of children and helpers, not just the child themselves
- Fairness to all of the children
- The need not to undermine other helper's authority in front of the children

If you are unsure, please ask an experienced helper or coordinator for advice.

Rewards:

As much as there can be a few incidents on Campus, there are also so many special and happy memories to be made and we want to reward and encourage this positive behaviour all week so that all children are able to enjoy this experience!

The main three Campus rules are:

- ***Be kind***
- ***Be safe***
- ***Look after your things, and ours***

If these rules are kept, we try to reward the children throughout the week and at the end of the week with the following:

- **Campus Points:** Campus points are LOVED on Campus and they are a great way to encourage positive behaviour from the children! When the children arrive on site, we split them up into groups which they will be completing their activities in throughout the week. A large part of Campus culture comes from competitiveness between these groups and each one wanting to be the best! In order to encourage this, we give Campus points for things like tidying up and cleaning their bedrooms, getting ready for bed really quickly, having really good behaviour throughout the day, performing really well on activities, etc. These Campus points get inflated everyday with the coordinators telling you the approximate amount you can hand out within a day so all the groups roughly have a similar amount by the end of the week. (On day one you'll be giving them out 10 at a time and by day five you'll be in the trillions!) Campus points can also be used to get children to try new activities or food and can be a great bargaining tool as all the children want to win!
- **Star Awards:** at the end of the week, we give every child a special award for something extraordinary they have done during the week. Whether this be the best face painter, the quickest skater, best swimmer or the food connoisseur, we really try to make a note of something great the children have done each week and it makes it feel a lot more personal that they get a specialised award at the end of the week!
- **Group Awards:** during the week, we also give out group awards, for best at bedtime or for behaving well as a group. This can sometimes come with a reward like taking the camera out with them on activities that day which is super fun to get memories of Campus for the children and for lovely photos we can use for publicity!

Copy of Rules on Campus for Children

We want Campus to be an amazing holiday for everyone, so everyone needs to follow our three rules:

1. Be kind

- **Talk** kindly – people can be upset by name-calling, teasing or swearing.
- Campus does not accept **bullying** (upsetting or hurting someone on purpose).
- **Saying** sorry if you upset or hurt someone by accident.
- Be kind to **all other people** you meet.

2. Be safe

- Follow **all** leader's instructions.
- In the minibus, keep your **seatbelt** on at all times until the bus has completely stopped.
- Follow all rules on activities.
- **Stay inside the boundaries** – no entry signs & fences are there to keep you safe.
- Take part in **fire drills** sensibly.
- **Look after yourself** by eating at every meal, brushing your teeth and having a wash every day, putting on sun cream and having plenty to drink.
- Do not bring any banned items on Campus.
- Tell a helper straight away if you start to feel unwell.

3. Look after your things, look after our things

- Keep your **room & area** tidy, so that you don't lose your things.
- Be careful with **Campus property**, so that it doesn't get lost or broken.
- Look after our fantastic **site**.

If you keep the rules:

- ★ Everyone will feel safe and happy on Campus.
- ★ You will get Campus points.

- ★ You may get a special Campus award for being particularly kind or helpful.
- ★ You may get a group award for being best at bedtime or for behaving well as a group.

If you break the rules:

If you break the rules...	Some of these consequences may happen...
Breaking the rules for the first time (unless your behaviour is dangerous):	<p><u>Warning/confiscation</u></p> <ul style="list-style-type: none"> ● A helper will give you warning. ● Any banned item will be confiscated.
Breaking the rules again:	<p><u>Helper consequences</u></p> <ul style="list-style-type: none"> ● You may sit out of an activity for a period of time. ● You may not be able to participate fully in an activity or choose where you sit on the bus. ● A coordinator may talk to you to make a plan to improve your behaviour.
Breaking the rules consistently OR Seriously dangerous, unkind or disruptive behaviour	<p><u>Coordinator consequences</u></p> <ul style="list-style-type: none"> ● The coordinator may phone your parents or carers. ● You may have to miss out on one or more activities. ● You may be sent home. ● You may be banned from coming back to Campus.

Child Protection:

Looking after the children whilst they are in our care:

It is important that the children who come on our holidays are kept safe, healthy, and happy whilst they are with us. As helpers, you have a crucial role to play in making sure this is the case by:

- Ensuring that every child on the week has something to eat at lunchtime and teatime. If you have any fussy eaters in your group, speak to coordinators and domestics and we can find them something else to eat. Don't forget to encourage them to at least try the food with Campus points!
- Being well rested yourself. Campus can be very tiring but well rested helpers are effective helpers! If you need a break, speak to a coordinator and they can always suggest you swapping roles with a domestic helper for the day and staying on site rather than attending an activity. Don't stay up too late! Although it is tempting to stay up late getting to know the other volunteers and offloading how your day has been, it is important you get some rest too!
- Keep a close eye on the children at all times.
- Watch out for any bullying and make sure you show the children this is unacceptable. Bullying must always be reported to the coordinators.
- Keeping the site clean and tidy. Whilst there are domestic helpers on the week, it is also our responsibility to ensure both the children and ourselves are keeping the site clean and tidying up after ourselves.

If you have any concerns about any of the above during your week, you must report it to the coordinators so they can try and help improve the situation.

Concerns about the children whilst they are outside of our care:

It must be noted that the purpose of Campus is to provide a safe environment and a holiday-like experience for the children and not to "improve" or police children and their families. However, because Campus is briefly in close contact with children,

evidence of child abuse sometimes emerges. If this happens, it is our duty to ensure that the child is protected and safe.

There are two ways that child protection concerns may come to light during the week:

Warning Signs:

In your safeguarding training, you will discuss the different warning signs which may indicate child abuse. Remember that child abuse includes physical, emotional, sexual abuse and neglect. Broadly if anything feels 'not right' or makes you feel concerned for the child, it should be treated as a child protection concern.

Your coordinators will know more information about a child's home situation and they are able to contact the social workers who referred the child to Campus. Therefore, if you identify any warning signs or possible signs of abuse, it is important to speak to the coordinator immediately.

Typically on Campus, if one helper spots a sign, there is a high chance that another volunteer has also picked up the same thing. Whereas to you it may seem like a slight cause for concern, if there are two or three volunteers who have spoken to the coordinator after noticing it, the coordinator is able to keep an eye on the specific child in question and is able to speak to the safeguarding officer to see if there is anything they should be aware of and to discuss this information.

The most important thing to remember is that if you spot something, even if you think there is a likelihood it is nothing, it can still be important to speak to a coordinator about it. These don't need to be formal conversations, but can just be little chats with them throughout the week expressing concerns.

Disclosures:

Children can often become inclined to be more favourable to one or two individual volunteers for the week which they feel they relate to, or they feel the most comfortable with during the week. When the children gain this relationship with you, they sometimes share things with you that they don't want to tell other people. These can be called disclosures.

Sometimes children will ask you, 'can I tell you something (a secret)'. During a situation like this, we want to encourage a child to speak freely as it could be something super important (or they could just be telling you what they had for tea the night before). When speaking about secrets, it is important to note we can never promise to keep a secret for a child. You should always make it clear that whilst you don't intend to tell anybody else, if it is something important or serious you may need to tell someone who can help.

If a child discloses important information to you, it is imperative that you tell a coordinator as soon as you can. Where possible, try and make a note of what the child said exactly on your phone or ring a coordinator to inform them after the incident so you don't forget what the child has told you. Sometimes these disclosures may not seem like the most important thing to us, but a coordinator has a lot more information about all of the children individually and this may make more sense to them as they have more context surrounding a child's background.

Our aim is to ensure the children feel safe on Campus and sometimes that we are put in these situations where a child asks to speak to us individually. In this case, it is acceptable to take a child to an empty room and speak to them but always make sure you are following the open door policy at Campus. We try to make sure there is more than one volunteer with a child or group of children but sometimes these things are unavoidable. For example, when a group of children are going to sleep and one volunteer stays in the room reading a story whilst another is downstairs getting them hot chocolate. In any situation where there is one volunteer in a room, we keep the door open so that if anybody else walks past they can hear the conversation and be present in case there are any issues. 1-2-1 situations tend to be avoided other than this.

Whichever way your concern comes to light, you must tell the coordinator immediately. The coordinators and Campus's Safeguarding officer have been trained on how to respond with child protection concerns and they will be able to decide what steps Campus needs to take next. They will need you to fill out a Cause for Concern Form. They will be able to help walk you through this form so don't worry about it! The main thing is to try and fill in the form carefully and with as much detail as possible as this will form the basis of the decisions the coordinators and Safeguarding officer reach.

Physical Intervention:

Using physical intervention on children is something that can often cause new helpers concern. It should only be needed in the ***most serious of situations and in cases where it is absolutely necessary and should only be done minimally.*** As a rule, no helper should hold any child against their will, unless there is a danger of this child harming themselves, harming others or seriously damaging the site.

Different de-escalation tactics must always be used before physical intervention. These techniques include:

- Separating any children who are winding each other up.
- Distracting children from whatever is bothering them - either suggesting a different activity or sometimes making a fool of yourself or another volunteer can really help.
- Talking calmly to children about why they need to change their behaviour - remember that talking calmly and quietly can help to bring the energy down from a pressured situation and calm everyone down.
- Sending for help - if you are ever worried about a situation, try and get an experienced helper or coordinator as soon as possible. You could send a sensible child or another helper to find them.

If you do ever have to use physical intervention on a child, you must complete an Incident Form as soon as possible. This will require you to explain why physical intervention was necessary and what de-escalation techniques you tried to use before physical intervention was deemed necessary.

Young Helpers:

Our Young Helpers are aged between 14-17 years old. They are given the same status and respect as adult helpers. It must however be remembered that they remain children in our care. Being a Young Helper is a lot of responsibility and Young Helpers must be encouraged to take breaks and ask for help when they need it. If you are concerned that a Young Helper is under too much pressure and could do with a rest, talk to the coordinators immediately.

Likewise, if you have any child protection concerns about a Young Helper's life outside of Campus, they must be communicated to the coordinator and dealt with in exactly the same way as concerns about children.

It is not allowed to add young helpers on social media as they are all under the age of 18 and are children in our care, the same as it is not allowed to add children's social media.

The Young Helpers join us on activities and are an extra helping hand that can be very useful as they have a closer relationship with many of the children, since they relate to the same experiences the children are going through. Whilst they are given respect and responsibility, they are not able to be responsible for things such as medication for children, this must be done by an adult helper.

Child Protection - Quick Summary

Protect yourselves and the children by following our policies and procedures.

Dealing with a safeguarding concern

You witness a potential concern e.g, a bruise, something concerning was said, dirty clothes in suitcase **or the child makes a disclosure.**

↓
Remain calm and ask them questions following the TED method.

↓
If a disclosure has occurred thank the child.

↓
Inform coordinator.

↓
Fill out a cause of concern form and what was said **in the exact words** e.g. "Child A said "I am being hit"" or what was observed. Do not add your thoughts or opinions.

The order of the flow chart depends on the situation, use your discernment or help from coordinators.

Tips for dealing with a disclosure

- Remain calm.
- Thank the child for trusting you.
- Do not promise confidentiality.
- Tell them the next steps and why, e.g. you will tell coordinators and appropriate people for the child's safety.
- Take a break to process and deal with your own emotions.

Designated Safeguarding Lead: Madi Shield
madi.shield@campusholidays.org.uk
safeguarding@campusholidays.org.uk

TED Talk

When asking questions about disclosures use the following starters to prevent asking leading questions.

Tell me...

Explain...

Describe...

E.g. "Can you describe what happened?"

Open Door Policy

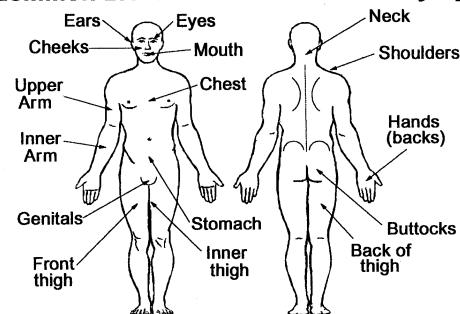
Never be alone in a closed room with a child
Always try to be within eyesight of other people when with a child

Do not discuss safeguarding concerns with other helpers, safeguarding concerns should be discussed on a need-to-know basis for the child's safety, dignity and confidentiality.

Treat young helpers with respect but still safeguard the young helper. Therefore, do not add the young helper on social media and make sure they have breaks,

Signs of abuse

Common sites of Non-accidental injury



It can come from physical, sexual, emotional, neglect or witnessing domestic abuse. Signs may be visual, emotional, age-inappropriate language or behaviour

Get More Involved!

Campus is a volunteer run charity, and we need as much help throughout the year to run our successful projects!

You can get involved by:

- ★ Joining the EC! There are a range of roles available - make sure you chat to the committee members on your week to find out more!
- ★ Come to our Annual General Meeting - held in mid-October in London, this is a great way to find out more about how Campus is run and what the priorities are (and there's always a social event afterwards!)
- ★ Fundraising throughout the year - look out for ways to get involved with grant writing
- ★ Interviewing new helpers

Look out for an email from our recruitment team to give your feedback after the summer, and sign up to our helper mailing list for regular updates on the above

Don't forget to follow us @campusholidays1 on instagram or Campus Children's Holidays on facebook!

Coordinators and Important Contact Details

Week 1 (20-27 Jul), Res: James R, Elliott, Cameron

james.rummens@campusholidays.org.uk

cameron.pollock@campusholidays.org.uk

elliott.andrews@campusholidays.org.uk

Week 2 (27 Jul - 3 Aug), Res: Lucy A, Jess, Madi

lucy.akrill@campusholidays.org.uk

jess.landy@campusholidays.org.uk

madi.shield@campusholidays.org.uk

Week 3 (3-10 Aug), Res: Ellie T, Louis

ellie.thompson@campusholidays.org.uk

louis.day@campusholidays.org.uk

Week 4 (10-17 Aug), Hippo: Doyle and Oyin

oyin.adewale@campusholidays.org.uk

alex.doyle@campusholidays.org.uk

Week 5 (17-24 Aug), Hippo: Matt C and Yuqing

matt.cowie@campusholidays.org.uk

yuqing.he@campusholidays.org.uk

Week 6 (24-31 Aug), Hippo: Lucy C

lucy.champion@campusholidays.org.uk

Designated Safeguarding Lead: Madi Shield

madi.shield@campusholidays.org.uk

safeguarding@campusholidays.org.uk

Recruitment Officers rebecca.leech@campusholidays.org.uk and

lucy.champion@campusholidays.org.uk

DBS Officer natasha.jenman@campusholidays.org.uk

Chair chair@campusholidays.org.uk

You can find more information and our policies on <https://campusholidays.org.uk/>