

# STUDENT HANDBOOK

## SINGAPORE

### Welcome to BlueSky Education Singapore 2017 Summer Camps!

Students have an amazing time at our programmes every year and we're sure that this year will be even better. We have a few tips to help you get the most out of your stay in Singapore.

#### Campus

Your camp will be hosted at Dunman High Boarding School, located at 61 Kampong Arang Rd, Singapore 438181. For more information about your campus, please refer to Hostel summary file that has been made available to your agency/ group leader.

#### Facebook

Find us on Facebook: <https://www.facebook.com/BlueSky.GlobalHolidayCamps/> and <https://www.facebook.com/BlueSkySingapore2017/> to 'like' us as well as sharing your photos and stories. It's also a great way to meet other students who will be going to the same campus as you. We always love to hear from students and to see your photos after the summer too.

If you would like to find out more about Singapore before you arrive, please check out:

<https://www.gov.sg/factually/content/factually-sg50-edition-50-fun-facts-about-out-little-red-dot>

#### Power Plug

In Singapore the power sockets used are of type G. Check out the following pictures.



Type G: This socket has no alternative plugs. Your need for a power plug adapter depends on the power plugs used in your own country.

### **Welcome Goodie Bag**

When you arrive at your hostel, you will be given a goodie bag inclusive of: your camp T-shirt and hat, a water bottle, some snacks, this student handbook, lanyard / ID card ( with emergency information on it) and your camp journal. You will also be given your access key to your room.

### **What to expect:**

Morning: please wake up and get ready by 7:00am

Breakfast starts at 7:00am

Classes start at 8:30am and finish at 11:30am (including 15 minutes break)

Lunch break from 11:30am till 1:30pm

Weekdays afternoon excursions start around 1:30pm and finish around 6:00pm depending on the days

Dinner around 7:00pm

Evening games & activities from around 8:00pm till 9:30pm

Light-out at 9:30pm for under 13 year-old students

Light-out at 10:30pm for above 13 year-old students

### **Get Involved!**

The most important thing to remember is to get involved! You will enjoy your summer so much more if you really have a go at all the amazing BlueSky activities! We have perfected our activity programme over the years and our Teachers & Counsellors do a great job at making it fun for everyone.

### **Lessons**

You will have a placement test ( if you have not done it yet) when you arrive at the centre which decides which class you will be in. If you think your class is too easy or too difficult, talk to the Director of Studies ( Mr. Richard Sirrs) . Attendance at all classes are compulsory unless you are unwell or if you have any emergencies. You will be awarded with certificate of completion at the end of the camp if your attendance is at least 90%.

### **BlueSky Talent Show & Public Speaking Competition**

There will be an in-class tournament for talent show & public speaking during your camp. A few students from each class will be selected to enter the final talent show and public-speaking competition on Finale Night. Be confident and go all out! Attractive prizes await you!

### **Food**

The food at all of our centres is good. Our staff have to eat it too so we make sure it's tasty! However, it may be different to what you are used to at home so make sure you are prepared to eat Singapore food. If you have any food allergies or if you are on special diet, please indicate clearly in your student registration form so that we can assist you with your required diet.

### **Laundry**

Going to overseas summer camps is part of growing up and being more independent. You are expected to do your own laundry. There are coin-operated washing machines and dryers at the hostel that you can use. If you need help, seek assistance from your group leaders or BlueSky staffs.

### **Transportation & Road Safety**

Most of the time your groups will be transported around Singapore with private coaches arranged by BlueSky Education. A few times during the camp, we will also take you on Singapore public transport (e.g. MRT) for a true Singapore experience. In Singapore, we drive on the left-hand side of the road. Please look out for traffics when you cross the road (do not use your mobile phones while crossing the road). Only cross at crossings and look both ways. Look for all vehicles, including bicycles.

### **Adult Supervision & Safety**

You will always be accompanied by adults, including your own group leaders and BlueSky staffs and teachers. Do not break away from your group at any time. For your safety and security, the hostels have CCTV. However, we still advise you to not leave your possessions unattended at any time or walk alone at night.

### **Game Night & Quiz Night**

Bingo, Quiz, charades...we've got it all! Join us for a fun-filled evening of games. Rewards to be won!

What is the biggest planet in our solar system? Why Singapore is also known as "Lion City"? The fear of what animal is known as 'arachnophobia'? Easy?? Show your knowledge by joining BlueSky Education's Quiz Night. Make new friends in randomly selected teams, and try your best to get to top place!

### **Movie Night ( if applicable)**

Whether you like the excitement of action movies or crying at a romance is more for you, join BlueSky's Movie Night. Don't miss out!

### **Scavenger Hunt**

Are you good at solving riddles and puzzles? Can you use teamwork to outsmart the others? Our Scavenger Hunt will need cunning, imagination and energy to win!

### **Sports**

Want to be the next David Beckham, Andy Murray or Mo Farah? Join us for football, ultimate frisbee, volleyball and other fun team-building games at BlueSky. Time to demonstrate your sportsmanship and friendly competitiveness.

### **Camp Photos & Videos**

At the end of your camp, your group leaders will be given a CD/ DVD with camp photos and videos. Please contact your group leaders if you wish to have copies of those photos/ videos. By attending BlueSky's camps, you have agreed that BlueSky reserves the rights to use camp attendants' photos for marketing purposes. If you wish your photos not being used for our marketing purposes, please submit opt-out form with your parent's signature and submit to us on the first day of the camp. In the case you explicitly ask to opt out, you may be asked to be not included in some camp group photos.

### **Raising concerns:**

If you have any concerns over safety or any other camp issues, please first raise the issue with your group leaders who shall raise the issues with BlueSky staff members. In the case the concern is still not resolved after you have raised it to your group leaders, please raise the issue directly to your BlueSky Camp Centre Manager.

# Appendix A - Camp Schedule

## *1-week ( Compass Education, Vietnam)*

Time	Day 1 (Sun)	Day 2 (Mon)	Day 3 (Tues)	Day 4 (Wed)	Day 5 (Thurs)	Day 6 (Fri)	Day 7 (Sat)	Day 8 (Sun)
Morning	Arrival T2/T3 SQ173 1530	English placement test English lesson	English lesson/ Leadership & Public Speaking	English lesson/ Leadership & Public Speaking	Full day excursion:  Universal Studios	English lesson/ Leadership & Public Speaking	English lesson/ Leadership & Public Speaking	Breakfast & checkout
Afternoon		Garden by the bay / Marina Bay Sands / Singapore city tour	NUS/ SMU and selected private Universities tour	Science Centre		Shopping	Singapore Botanic Gardens/Orchid Garden	Depart T2/T3 SQ186  1725
Evening	Roommates assignment & Welcome party	WonderFul light show	Night Activities	Night Safari	Night Activities/Game Night	Birthday Party/ BBQ in the park	Finale Night Presentation Show	



## PACKING LIST

<b>1.</b> Passport & travel insurance card	<b>2.</b> Hats
<b>3.</b> Toothbrush & toothpaste	<b>4.</b> Walking shoes
<b>5.</b> Shower Gel & Shampoo	<b>6.</b> Back-pack
<b>7.</b> Bath towel & Beach towel	<b>8.</b> Sunglasses
<b>9.</b> Refillable water bottle	<b>10.</b> Sunscreen
<b>11.</b> Refillable water bottle	<b>12.</b> Camera
<b>13.</b> Your favorite snacks	<b>14.</b> Pad-lock to lock personal items
<b>15.</b> Books to read	<b>16.</b> Formal wear & formal shoes for finale night
<b>17.</b> Light hoodie/ jacket (classrooms could be chilling)	<b>18.</b> Props for your talent show performance
<b>19.</b> Your usual clothes & undergarment	<b>20.</b> Small items to give to your best friend at camp
<b>21.</b> A notebook & Pen	<b>22.</b> Subscription medicines
<b>23.</b> Your glasses ( if you wear glasses)	<b>24.</b> Chargers for your electronic devices

# Appendix B - Camp Rules & Regulations

Our rules are designed to enable all our students to enjoy their studies in a safe, clean, comfortable, and relaxed environment. If students violate the following rules & regulations, disciplinary measures could range from warning to expulsion from the camp, being sent home or sent to local police and authorities.

All related expenses shall be at student's / parents' own expenses and any unused camp fees will not be refunded if students are expelled from BlueSky camp.

**English Only:** We ask all of our students and staff to speak in English at all times, this will help you improve as much as possible. o We understand that some students have a low level of English and so if necessary (and where possible), you can speak your native language.

**Dress Code:** You will be required to wear BlueSky camp uniforms & hats for certain activities and functions. Please follow BlueSky staff and your group leaders' instructions. On days that uniform is not required, camp dress code is smart-casual with proper covered footwear (strictly no tank-tops for both boys and girls). For beach excursions, flip-flops are allowed.

**Respect & Kindness:** Help keep BlueSky camp a safe and friendly place by respecting others and demonstrating kindness and respect towards each other.

**Being late:** To help all students learn as much as possible, and to avoid disruption, we expect you to arrive before your class starts so you can be ready when it starts. You will be awarded with certificate of completion at the end of the camp if your attendance is at least 90%.

**Attendance at briefings:** Your attendance at all excursions briefing is mandatory. This is to ensure your safety during all excursions especially for excursions off-campus.

**Food and Drink:** Only bottled water is allowed in the classrooms and study areas. For food and other drinks, please use the canteen.

**Using Mobile Phones:** Please do not use your phones in lessons to make or receive phone calls, emails or text messages. This is considered rude and can be disruptive to your classes, teacher/s and other students. If you are expecting an important phone call, please inform your teacher. Temporary confiscation of mobile phones is at discretion of BlueSky teachers and staffs.

## **Smoking, Drugs & Alcohol, Theft and other crimes**

Smoking, drugs and alcohol is forbidden at all BlueSky camp centres. Singapore law is very strict in many aspects, please respect the local laws and regulations. This is something we take very seriously and any student found under the influence of, or in possession of drugs or alcohol or committed theft or other crimes will be sent home immediately at his or her own expense / parents or agent's expense or sent to local police and relevant authorities.

## **Light-Out and Proper Conducts**

All students shall follow strictly light-out policies for their age groups (light-out at 9:30pm for students below 13 years old; and light-out at 10:30pm for students above 13 years old). After light-out, students are not allowed to leave their rooms and your floor (unless to go to the toilets, if the toilets are located outside your room). Opposite genders are not allowed to be in each other's room. If students of opposite genders are found to conduct improper behaviors or having sexual relationships, they will be sent home immediately at their own expenses.

Students shall not participate in any act of violence. Any acts of violence will not be tolerated and firearms and weapons, including knives, are prohibited at the camp.

Theft of any type and any use of inappropriate language, conduct, or harassment is prohibited at the camp.

Students must not take photos / videos of other students / group leaders or members of staff without first asking permission. Students shall only share stories and pictures taken during the camp on to Programme Official Facebook Page at <https://www.facebook.com/BlueSkySingapore2017/>

The noise level shall be kept to the lowest level at all times especially after 09:300 pm daily.

### **Adult supervision**

Students will always be accompanied by adults, including students' own group leaders and BlueSky staffs and teachers. Do not break away from your group at any time.

Students are not allowed to go off campus at any time without permission and should not leave the accommodation block at night. Under no circumstances should student leave the college campus without staff supervision or a group leader.

### **Valuables**

Students are reminded to properly safe keep their valuables. If there are cabinets with locks in your room, you can use your own pad-lock to lock your valuables. Group leaders could also assist to safe-keep valuables for children at your discretion. BlueSky will not be responsible for any of the lost personal items in the rooms or during excursions.

### **Use of facilities at hostels**

For safety concerns and depending on each hostels' rules & regulations, students are allowed to utilise certain facilities at the hostels and campus. Students are expected to strictly follow BlueSky staffs and student's group leaders' instructions on which facilities could be use.

### **Loss of cards & others**

You will have to pay the following fees if you lose:

MRT card (EZ-Link): SGD40 each

Room key or access card or guess card: SGD35 each

Lanyard & ID card holder: SGD5 each

Your Air-conditioner remote control ( if applicable): SGD 100 each

### **Damage Deposits**

You are required to make a deposit of SGD150 for damage deposit on the first day of the camp. The deposit will be returned to you in full at the end of the camp if no damages or loss of properties are caused. Please submit the deposit to your group leader before your departure from your home country.

### **Cooking & Laundry**

Hanging or drying your clothes especially inner wears at the window are not allowed as it is unsightly for school visiting guests.

Cooking is strictly not allowed in the room and common area (e.g. pantry). Use of microwave and water kettle / boilers are allowed at designated areas ( e.g pantry), please inform BlueSky staff member when you need to use such facilities.

Students shall use the common facilities at their level floor only (e.g. pantry and laundry yard).

#### **Use of electricity and water:**

Students are reminded to switch off the room lights, fan, air-con or any electrical devices if not in use. Set the temperature of the air-con above 24 degree and do not leave the air-con on for long hours unnecessary.

Do not overload the electrical power points by using extension plugs as it will cause regular trips to the room and other adjacent rooms.

Report to your group leader or BlueSky staffs if there is power failure, leaks from the water taps in the toilet or water gushing out from the toilet cisterns.

## **Appendix D - Health and Safety Policy**

### **1. Introduction**

BlueSky Education is committed to establishing a safe and healthy working and learning environment for all staff, students, host institution personnel, and visitors. Please report to a member of staff if you notice anything which you think is a Health and Safety hazard.

When there is an emergency, please alert your Group Leader or BlueSky staff on duty immediately.

Boarding school address, your BlueSky staff in charge, emergency number are printed in your lanyard ID, please wear your lanyard at all time ( from the time you wake up to the time you go to bed).

#### **Important contact information and phone numbers:**

##### **Centre Manager & First Designated First Aider:**

Richard Sirrs, [Richard.sirrs@bluesky-education.com](mailto:Richard.sirrs@bluesky-education.com) +65 8718 7974

##### **Second Designated First Aider:**

Vicky Wang, [Vicky.w@bluesky-education.com](mailto:Vicky.w@bluesky-education.com), +65 8577 9468

**School Office and 24-hour Emergency:** +44 (0)20 3004 9314 / +44 (0)7909 595719

**Campus Residence Office:** Dunman Boarding School +65 6346 6733

##### **Emergency Lines**

**Emergency Ambulance** 995

**Police** 999

**Police Hotline** 1800 255 0000

**Traffic Police** 6547 1818



### **Ambulance**

**Non-Emergency Ambulance 1777**

**Ame 6247 7080**

**Blesswell 6273 0147**

**Econ 6382 8888**

**ER 6222 2995**

**Green Crescent 6788 8911**

**Heng Gref 6788 8911**

**Civic Ambulance 6333 3000**

### **Private Hospitals with Accident & Emergency Service**

**East Shore Hospital 6344 7588**

**Gleneagles Hospital 6470 5688 / 6470 5700**

**Mount Alvernia Hospital 6347 6210**

**Mount Elizabeth Hospital 6731 2218/19/59**

**Raffles Hospital 6311 1555**

**Thomson Medical Center 6350 8812**

### **Government Hospitals with Accident & Emergency Service**

**National University Hospital 6772 5000**

**KK Women's and Children's Hospital 6293 4044**

**Singapore General Hospital 6321 4103**

**Tan Tock Seng Hospital 6357 8777**

## **2. Fire**

Please familiarise yourself with the fire instructions displayed in each of the accommodation and classroom buildings, and locate your nearest fire extinguisher and fire exit.

The fire alarm is due to be tested during your stay. In all circumstances please evacuate the building immediately upon hearing the alarm. If this happens during the night, one staff member in each building or on each floor will be responsible for checking that everyone has left the building safely.

## **3. Accidents and First Aid**

In the event of major accident or injury, please report it to a member of staff immediately. If necessary, dial 999 and summon an ambulance. Always report incidents to the Centre Manager's office.

If you need first aid, please go to the Centre Manager's office, where first aid kits are located. Two designated first aiders listed in the "Important contact information and phone numbers" can be contacted directly on mobile. There may be other first aiders onsite ready to assist.

Staff will be informed of first aiders on site for excursions during briefings. On duty first aiders will hold the first aid kit and are responsible for ensuring it is well maintained.

#### **4. Illness**

If you feel ill, let a member of staff know as soon as possible. If urgent medical assistance is required, dial 999 and summon an ambulance.

#### **5. Personal Safety**

You are expected to take reasonable steps to ensure your own safety and that of others in the camp:

- Wear your ID card and lanyard at all times on campus and on excursions.
- Avoid taking unnecessary risks: e.g., if you feel uncomfortable walking on campus at night, arrange to go with someone.
- On excursions: bring pocket money and good shoes for walking; bring water, sunscreen, and any medication you need; you may also need a raincoat or umbrella; stay in groups at all times.
- If you notice suspicious behaviour, feel uncomfortable or at all threatened, report it immediately to a member of staff.

#### **6. Personal Possessions**

Neither BlueSky Education nor the host institution can accept liability for loss or damage to personal possessions, so everyone is expected to look after their own property. Keep valuable items in your bag or pocket.

If something is lost or damaged, please let a member of staff know so that efforts can be made to rectify the situation.

#### **7. Smoking**

Smoking is prohibited in all buildings, including all bedrooms.

#### **8. Risk Assessments**

BlueSky has conducted comprehensive risk assessments for all excursions and activities. Risk assessments for each excursion/activity will be accessible during staff induction and prior to excursion/activity briefings. Please contact your Centre Manager if you are unsure of the risks involved and prevention measures.

## **Appendix E - Safeguarding & child protection policy**

### **2. INTRODUCTION**

BlueSky Education is committed to providing a safe environment for persons under the age of 18, in collaboration with adult chaperones sent by agencies to accompany students to attend our camps. To achieve this goal, we have built a comprehensive practice of safeguarding and child protection:

### **Safeguarding involves:**

- Ensuring safe systems are in place for the wellbeing of persons under 18
- Promoting the welfare of children and ensuring the best outcomes of every child

### **Child protection involves:**

- Protecting children from the threat of direct harm
- Preventing abuse, including neglect, sexual, physical, or psychological and emotional abuse
- Dealing with abuse when it arises

The minimum age of students at our camps is 8. To help the chaperone(s) with their duty, BlueSky Education has set up a comprehensive practice to ensure a safe environment in which children can learn.

BlueSky Education's staff accept and recognise responsibilities to develop awareness of issues that cause children harm. We will endeavour to safeguard children and young people by:

- Following stringent procedures for recruitment and selection of staff, including background checks
- Requiring all our staffs to obtain Certificate of Clearance ( Singapore), and/or other relevant background check certificates.
- Adopting child protection guidelines through a code of conduct for staff
- Sharing information about child protection and good practice with children, parents, chaperones, and staff
- Sharing information about concerns with agencies who need to know
- Provide effective management for staff through supervision, support, and training

### **Important contact information and phone numbers:**

#### **Designated Safeguarding Lead:**

Mr. Richard Sirrs: [richard.sirrs@bluesky-education.com](mailto:richard.sirrs@bluesky-education.com), +65 6221 9117

**School Office and 24-hour Emergency:** +65 8718 7974

**Emergency services:** 999

**Child Protective Service Helpline:** 1800-777 0000 (Monday-Friday 8:30am-5:30pm and Saturday 8:30am-1pm)

### 3. SAFER RECRUITMENT OF STAFF

#### a. Interview, CVs, and references

BlueSky Education endeavours to ensure that all employees are suitable for working with children by putting in place the following procedures regarding interview, CVs, and references:

- All employment candidates must submit a CV as part of their applications. All gaps in CVs must be satisfactorily explained and proof of qualifications will be required. Candidates are to provide two reference contacts. BlueSky Education at its discretion will contact the reference contacts and ask if they have any reason to believe that the candidate is unsuitable for working with children.
- All applicants called for interview will be encouraged to provide details of any existing criminal record. This information will be handled on a need-to-know basis to respect privacy of applicants.

#### b. Enhanced Disclosure and Background checks

Applicants for positions involving working with children are required to undergo background checks before they can commence employment with BlueSky Education. Background checks requested by previous employers are accepted as long as the checks took place within the last three years.

It is against the law for BlueSky Education to knowingly employ anyone who is on the Police children's barred list.

Any staff unable to be checked by Singapore police force will be required to provide a translated and notarised police check from their country of origin or residence.

#### c. Single central record

A single central record of all employees will be maintained by the Designated Safeguarding Lead and will contain:

- An identity check
- A police background check
- A check of professional qualifications
- Confirmation of the person's right to work in Singapore
- Information on level of safeguarding and child protection training
- Date of employment commencement

### 4. STAFF CODE OF CONDUCT

#### d. Statement of intent

BlueSky Education is committed to safeguarding the welfare of young people under 18 by protecting them against all forms of abuse, including physical, emotional, and sexual abuse. Staff should at all times show respect and understanding for young people's rights, safety, welfare and conduct themselves appropriately.

#### e. Guidelines for staff

- **Attitudes** Staff should be committed to:

- Treating young people under 18 with respect and dignity
- Listening to what a young person has to say
- Valuing each young person
- Encouraging and supporting each young person
- **Lead by example** Staff should endeavour to:
  - Provide a good example for young people to follow, which includes behaving and presenting oneself appropriately
  - Use appropriate language with young people and challenge any inappropriate language used by a young person or an adult working with young people
  - Respect a young person's right to privacy

## 5. SAFEGUARDING PROCEDURES

In order to keep students safe, BlueSky Education follow the following measures:

- c. Camp list: The DSL shall compile and keep a list of all students, Group Leaders and staff. The list is circulated to all staff.
- d. Absence from lessons/activities

Missing lessons or activities is a potential indicator of abuse or neglect, especially if it happens regularly.

The DSL will follow up with any incidents where students under 18 miss more than 2 lessons/activities.

- e. Accommodation

During the camp, all students will stay in university residences or independent student hostels that are partners of BlueSky Education. All accompanying adult chaperones are required to stay in the same premises with their students. The DSL will coordinate with the residence/hostel authority and chaperones to ensure a safe environment for students.

- f. Extra-curricular activities

The camp runs an extensive program of activities for students and endeavours to ensure that the program is as safe and accessible for under-18s as possible.

Accompanying adult chaperones are required to escort their students to all activities. BlueSky Education camp counselors will be leading the activities and will coordinate with the chaperones to ensure student safety. Lanyards/wristbands, instructions, maps, and emergency contact numbers will be handed out.

In addition, BlueSky requires that the coach and taxi companies employed regularly conduct background checks on their staff.

g. Recruitment of staff

All applicants must hold a certificate of clearance that is less than 3 years old or agree to obtain one. References must cover the past three years of employment and if applicable, one must be from the applicant's current employer.

h. Training for staff

All frontline staff receive basic online safeguarding and child protection training and must read this document during induction. BlueSky Education recommends an online program developed by the Singapore Ministry of Social and Family Development (<https://www.msf.gov.sg/policies/Strong-and-Stable-Families/Nurturing-and-Protecting-the-Young/Child-Protection-Welfare/Pages/Policy-on-Protection-Welfare-of-Children.aspx> ).

## 6. WHAT IS CHILD ABUSE

Child abuse falls into one or more of four categories: Neglect, Physical Abuse, Sexual Abuse and Emotional Abuse. A certain level of emotional abuse is involved in most types of ill treatment of children though it may occur alone.

**Neglect:** Involves the persistent failure to meet a child's basic physical or psychological needs leading to the serious damage to the child's health and development. Could involve, but not limited to, the failure to provide adequate food, clothing or shelter, failure to provide protection from other forms of abuse or the failure to ensure access to appropriate medical care or treatment.

**Physical Abuse:** May involve hitting, shaking, throwing, poisoning, burning, drowning or otherwise causing physical harm to a child.

**Sexual Abuse:** Involves forcing or enticing a child to take part in sexual activities whether or not the child is aware of what is happening to them.

**Emotional Abuse:** Is the persistent emotional ill treatment of a child that causes severe and enduring effects on the child's emotional development. Can include causing a child to feel scared or in danger or causing a child to feel worthless, inadequate and unloved.

## 7. PROCEDURE FOR HANDLING ALLEGATIONS OR SUSPICIONS OF ABUSE

If a child discloses information to a staff member that suggests they have been abused the staff member must follow the process stated below :

- **Listen:** Listen to what is being disclosed and said without displaying emotions. Stay calm. Any suggestion that you are shocked or disgusted may cause the child to withdraw and stop speaking.
- **Reassure:** Assure the child that you have listened but do not make promises like 'It will all be ok now' or around confidentiality. Reassure them that they have done the right thing by telling you and that they have done nothing wrong.
- **Respond:** Listen very carefully and patiently. Refrain from making assumptions or jumping to conclusions. Do not investigate or interrogate: it is not your role to decide if the child is telling the truth or not. Do not ask leading questions. You can ask open questions like "Is there anything else you want to share with me?" Do NOT ask the child to repeat what they have told you to another colleague but do explain what you have to do next and who you will talk to.

- Document: Make some brief notes at the time and, as soon as you can, write them down in detail. Keep your original notes in case they are required by Court. Record the place, time, date along with the exact word the child used including any slang or swear words. Keep the notes factual.

8. Safeguarding is the responsibility of ALL members of staff at BlueSky; all staff are in positions of trust. Any member or staff with an issue or concern relating to child safeguarding should discuss it immediately with the DSL.

## 9. FURTHER ACTIONS

Staff should refer and adhere to the BlueSky Education Code of Conduct and refer to the dress code for guidance on the appropriate attire to wear.

## 10. ADDITIONAL RESOURCES (UK sites)

Up to date advice from UK Government: <https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>

## Student Acknowledgement:

I, \_\_\_\_\_; passport number \_\_\_\_\_ have read and understand the Code of Conduct & Rules & Regulations above. I agree to abide by it for the safety and enjoyment of myself and of other campers. I understand the consequences of failing to meet these guidelines.

Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent/Guardian/ Group Leader:

\_\_\_\_\_

Signature of Parent/Guardian/ Group Leader:

\_\_\_\_\_

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