



# Devonshire House Preparatory School

## Holiday Clubs Policies 2023-24

### **Cancellation Policy**

In the event of a cancellation a refund will only be payable if such cancellation is notified in writing to [finance@dhprep.co.uk](mailto:finance@dhprep.co.uk) at least 14 days prior to commencement of the Club. A cancellation charge of £15 per week will also become applicable for administration purposes after this time.

We reserve the right to amend this policy at any time.

### **Child Protection Policy**

*DHS Holiday Clubs is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. We will create an environment in which children feel safe. Any suspicions or allegations of child abuse will be taken seriously; and responded to swiftly and appropriately. Staff are all regularly trained and up to date with the most recent child protections laws and guidelines provided by the department for education.*

All staff working with children therefore have a duty in law to act if they consider a child is at risk or makes a disclosure. Our staff act in accordance with the procedures of the relevant local authority.

### **COVID-19**

We always put the safety of the children and staff first.

Our dedicated team are always fully up to date with the current guidance, and we have all the safety measures put in place to be able to deliver maximum fun in a safe environment. We will follow national guidelines in schools with regard to COVID-19.

### **Health & Safety Policy**

The health and safety of your child is taken very seriously, and we will do all that is reasonable and practicable to protect the health, safety, and welfare of all children in our care, along with staff and any other visitors to our sites.

We have formalised systems of proactive and reactive checks and assessments to keep the equipment, sessions, and children safe at all times. Our staff have specific training to understand their role in our school and clubs. Accident report form below. Children can only attend the club they are signed up for, there is a register for each club.

[https://devonshirehouseprepschool-my.sharepoint.com/:w:/g/personal/b\\_moore\\_dhprep\\_co\\_uk/EbCWqAsvRFhBq\\_D7ou2UfKEBfrJVORsgK2yngGKTbCwAow?e=BgbfUd](https://devonshirehouseprepschool-my.sharepoint.com/:w:/g/personal/b_moore_dhprep_co_uk/EbCWqAsvRFhBq_D7ou2UfKEBfrJVORsgK2yngGKTbCwAow?e=BgbfUd)