

Llandudno development camp 2019

Tuesday 19th February – Saturday 23rd February

The consent form is enclosed and will need to be completed and returned ASAP. This consent form needs to be returned to Karen Watson please, try not to be tempted to give to a third party, as it will contain personal and confidential information. Under the GDPR, by completing this form you are consenting for the information to be used by all parties who are leading and staffing this camp, and the information will be used in line with the regulation and Orion SC data policy.

Payment

There is a fee to pay of £200 per person. This year, we plan to take the largest number of individuals than before, so we would like to welcome Sarah and Alex who are joining us as support helpers. Both of these ladies attended last year as volunteer helpers, so swimmers who attended last year are already familiar with them.

Insurance is covered by ASA, but you must ensure that your ASA fees and membership fees are paid on time and in full. If no payment has been made, then you are not insured to attend and therefore, will not be able to go. Payment details for this will be sent out during January 2019..

This is in addition to the £200 attendance fee.

Staff

Staff this year are Karen, Steve, Heather, Pam, Georgina. Support helpers are Alice, Grace, Emma, Sarah, and Alex. Volunteer helpers are Scott, Alex J.

There are 5 coaches/ teachers overseeing the training sessions with at least one helper in the water. Karen is the head coach.

There are 5 staff attending who are first aid trained.

There are 2 staff that are qualified lifeguards in attendance, although the pool also provides their own lifeguards.

Staff are trained in safeguarding and child protection.

Staff are trained in health and safety, equality, diversity and inclusion in line with ASA /Swim England requirements.

There are two qualified medication officers in attendance (Heather and Karen)

Karen is team manager trained module 1 and 2 in line with ASA /Swim England requirements

Five of the staff are insured drivers. Karen is insured to drive any car. Karen, Pam and Steve are designated drivers.

There are 2 staff trained in moving and handling, lifting and positioning procedures (Karen and Heather)

There will be at least one staff member on duty at all times even at night.

Staff are DBS checked.

There is a waking night staff on duty every night of our stay.

The reception at the hotel is manned 24 hours.

Hotel Accommodation

Accommodation is at The Esplanade Hotel, Llandudno. They have a web site available. Swimmers will be accommodated in either single or shared rooms.

Address: The Esplanade,
The Promenade
Llandudno
LL30 2LL
Phone:0333 999 8888

<http://safehandsholidays.co.uk/llandudno/>

Room and general hotel details

All swimmers are housed within the hotel across 2 floors and staff have separate rooms. There is at least two staff members on every floor and younger swimmers or swimmers who require additional support have a room next door to a staff room.

There is a waking night staff (stays awake all night and walks around the hotel monitoring) on duty all the nights we are at the hotel. Waking staff are aware of how to contact on-call staff member if required.

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

For younger swimmers, there is a listening monitor in the room which is fed into the on call staff room, so should a problem arise, the individual can easily call out for help. It also means that the on call staff can monitor noise levels and whether the swimmers have gone to sleep.

Swimmers will be given the room numbers of the staff although we do request that staff privacy is respected.

Each room has a private bathroom with adaptations in place.

The front door of the hotel will be locked after 8pm so no one can leave without setting off an alarm. There is 24-hour reception so no one can access the front door without going passed the reception.

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

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

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

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

Bedtime/sleep arrangements

Members will be allocated a shared room or a single room – which will remain their room for entire stay unless there is problem that requires that person to move rooms. There can be up to 4 people in room. Room allocation is based on gender, age and friendships.

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

Each room has got adaptive equipment to meet individual needs.

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

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

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

Staff will ensure that everyone is in bed or at least in their rooms before they retire. Should a swimmer become unsettled, then staff (minimum of 2) will remain with that person until they have gone to sleep. Bedtime stories and cuddles are available.

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

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

Swimming information

Swimming takes place at Llandudno Leisure centre, where 4 lanes have been hired solely for our use. Orion SC has paid for the swimming pool hire.

There are early morning sessions starting at 7.30am until 9am, afternoon sessions 2.30pm – 4.30pm, and one evening session 8pm – 9pm. All swimmers will be attending all sessions. There are 7 swimming sessions in total. Not all the swimmers will be swimming for the whole session. Each lane can only take a maximum of 10 swimmers, so lane 3 is split into 2 groups of 10 swimmers who swim only for 40 minutes each. Lane 4 is split into groups of 3-5 swimmers who swim for 30 minutes each working on techniques.

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

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

Land training information

Land training takes place at the hotel in the large basement room. There is outside land training opportunity available, weather permitting. There is a small walk to this facility. Land training maybe split into 2 groups across 2 different sessions due to the amount of swimmers present and staff break times.

Travel Arrangements to Llandudno and back home

We request that all swimmers travel in Orange Squad kit or Orion kit please – there is still time to purchase it, if you do not have kit. All swimmers require a coat.

We travel by hired coach and 2 staff cars. Every person will have an allocated seat with seat belt or fitted car seat. There is a toilet on the coach.

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

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

Karen and Steve are designated car drivers for the journey there and back, but Pam is also insured to drive.

All members (and staff) will need a lunch box on the Tuesday - please do not pack a lot of sweets, fizzy drinks or chocolate. Do not put your lunch box in your luggage - once the coach has been packed you will not have access to your luggage until we arrive at the hotel. If you require music playing devices with head phones to listen to on the journey do not put them into your luggage.

Please note – there is no eating or drinking in the coach or in the cars during the journey. This is due to the amount of mess that occurred by the time we got to the hotel last year and it is also difficult to supervise ‘eats ‘ whilst on the move. There are plenty of stops planned for on the journey to allow for refreshments.

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

Wheelchairs will need to be booked in prior to travel. Do not just turn up on the morning of travel with a wheelchair that has not been booked. Space is limited. We have already booked in 3 wheelchairs for the following swimmers. Emily, Luke and Alex. If there are any more to be booked please let Karen know ASAP.

The pick up point is Langley pool (where we swim on a Saturday morning, post code is on the Orange Squad web site) and you will need to be there for 10am. It takes about hour to pack the coach and we aim to leave around 11am.

Parents – if you need to drop your squad member and go that is not a problem, as I know some of you need to go to work.

We aim to return to Langley pool by 4.30pm on Saturday 23rd February – although this is subject to traffic conditions. Last year we were an hour and half late due to late coach pick up, so this time is a guide only and not set in stone. We will be stopping off for lunch on the way home, which will be provided. We will endeavour to phone parents if there is going to be a delay (bear in mind some of the staff are driving) We do travel home via A41, M54 and M6 so it maybe worth listening to local travel news to see if there any delays to prevent worry.

Individuals will be expected to carry their own belongings with some exceptions, so don't make your luggage too heavy. You do not need to pack drinks in your luggage. They will be provided for you, although a drinks bottle is required. (Named please) We have very limited luggage space this year due to extra swimmers, so please keep your luggage to a minimum. Every swimmer should have at least 2 bags (they will need to bring swim equipment in a bag as well as their clothes bag) and lunch box.

Try and avoid using suitcases. Please ensure all luggage bags are labelled with the swimmers name. When we get to the hotel the luggage is all placed in the large holding room and it can be hard to identify whose bag is whose unless labelled. We had to unpack 2 packs last year, to find out the nametags on the clothing to identify who the bag belonged to.

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

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

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

We will be walking from the hotel to the pool. The pool is approximately 10-15 minutes walk away.

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

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

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

Swimmers will need to carry their own swimming equipment and swimwear/towels etc, so don't forget to bring a small bag or holdall for this purpose – you don't want to be carrying around your travel bags or large holdalls to and from the pool.

The town centre is 5 minutes walk away; the beach and pier are over the road.

What to bring

Please ensure all items are named – we had about 40 items left over last year that were unnamed – only a small portion of these managed to find their way back to the right owner. This includes all swimwear, swim bags, bottles, coats and swim kit. If you can name socks, shoes, and gloves and mesh bags this is helpful. I don't know why but every year since we have been doing these camps, I always end up with about 3-4 single socks, at least one odd glove, a mesh bag and one pair of shoes that I cannot find an owner for by the end of the week.

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

Suitable land training clothing.

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

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

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

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

Suitable clothes to wear in the evening in the day room during the entertainment sessions – including footwear, bare feet are not allowed in the dining rooms or day rooms.

Kit bags (mesh preferred as easier to dry out) including float, fins, pullbouys, goggles, hats. If you have spare goggles please bring them, every year we have at least one swimmer who loses their goggles. (Please ensure everything is named) .All swimmers are required to wear swim hats please – preferably Orion hat so again not too late to purchase them in time for camp. All swimmers will require a float and pullbouy, even if they are currently in learn to swim programme within Orion.

Drinks bottle – named. Do not bring a drinks bottle with a detachable lid. You can bring more than one bottle but pack the second one empty; otherwise it will make your bag too heavy.

Medication if required – see below.

Small bag to carry swimwear in to and from pool

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

If required sanitary towels, tampons, incontinence sheets, incontinence pads

Flannel

Hair brush/comb

Hairclips/ bobbles.

Spending money (see below)

Bucket and spade (optional) - be prepared to share with others! (Steve likes to build sandcastles!!)

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

Alarm clock if required

Cuddly toy/teddy if required

Please do not bring

Laptops

Sweets

Jewellery

Mobile phones

Anything heavy to carry that is not really required

Additional food

Anything that makes a loud noise! (including laser light toothbrushes!)

Mobile Phones and communication home

Orion will not be responsible for any loss or damage to mobile phones or any other electronic equipment including watches that you have decided to bring. Last year, we introduced a no phone policy and this will be in force again this year.

Swimmers who decide to bring a mobile phone will need hand in their phone and it will be placed in the hotel safe. Whilst it is important for staff to have phones on them, swimmers do not need them. All mobile phones will need to be switched off once we get to the hotel and remain switched off until we travel home.

An Orion Tweet is usually sent out to confirm safe arrival and it goes up on the Orion web site. Updates on events are put up on the Orion web site and on Face book page so parents can see. I also usually send out text messages and photos direct to parents.

Parents/carers – please do not expect a lot of contact, you will be contacted if there is a problem or issue, but otherwise communication will be limited.

Ideally, leave your phone at home. You do not need it. The teenagers will survive without a phone for a few days.

Meals and drinks and dietary requirement information

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

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

Meals consist of full breakfast (3 courses), which will be served around 9.45am after our morning swim followed by a light lunch mid day. A 3 course evening meal will be served around 5.30pm, after our afternoon swim. On the Thursday, after our late swim, there will be a light supper available. Toast and drink is available before the morning swimming session between 6am and 6.20am.

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

Soft drinks (such as Coke, Pepsi, lemonade, orange juice etc) can also be purchased from the bar, we ask for parent consent for this and this service must be paid for from spending money. Swimmers can also purchase crisps and sweets and chocolate bars from the bar.

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

There is a jug of iced water in the day room at all times, but due to the amount of spillages last year, swimmers will need a drinks bottle. There is also squash available in orange or blackcurrant but again, a drinks bottle is required. Last year, we used cups and we spent every day cleaning up at least one spillage, so this year, all swimmers will require a drinks bottle with their names on for use within the hotel. You can use the same bottle for poolside, or bring 2 bottles. Do not use a bottle that has a detachable lid.

Hot chocolate with biscuits or a light supper is served in the evening around 8pm except on the Thursday when it is served after swimming. Soft drinks will be provided at every mealtime. There will be access to water at all times. There will be sugar free squash available for those who do not drink water.

Swimmers are allocated a seat within the dining room at breakfast. This will remain their seat for the evening meal. They can change seats the following morning if they want to but again they will have the same seat for evening meal. This is because the evening meal is ordered at breakfast time, and the order tallies with the seat and table when served in the evening. It means that the chef can ensure that dietary requirements are met when serving and preparing food.

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

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

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

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

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

Medication requirements

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

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

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

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

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

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

Medications and creams will be administered in privacy and dignity will be promoted in line with safeguarding procedures. Some medications require 2 people to be present in line with the law on controlled drugs. Both Karen and Heather are fully aware and trained in medication procedures.

Rules

We don't have many rules whilst we are away but what we do have are there to protect swimmers from getting hurt.

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

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

Listen and follow instructions given from your staff member

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

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

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

Behaviour codes and policy.

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

Spending money

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

Homework and revision

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

Entertainment

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

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

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

We have several sessions on the beach, weather permitting.

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

We may visit the Alice in Wonderland museum, local cinema or bowling centres. However, as entry fee for this must be paid for from the swimmers own spending money, we tend to go with the majority decision as to the venue, and it does depend on opening times etc around the swimming sessions and rest times.

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

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

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

Rest Time

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

Staff have a planned break for at least 30 minutes to 2 hours during the day. Bearing in mind that staff are up in the night several times, and do not go to bed until around 1am and up again by 5am, they need switch off time. During staff break, unless there is an emergency, staff are not to be disturbed. There is always someone on duty at all times where swimmers can access help or advice if required. Last year I managed only 9 hours sleep in 4 days, and eventually it caught up with me, so the rest for staff is important to avoid stress and becoming over tired.

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

Safeguarding procedures

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

Should a person become restless at night, due to child/vulnerable adult protection procedures, the swimmer will be either be taken to the day lounge, or 2 staff members will be required to be present in the room while the swimmer is re-settled. Staff are not allowed to be alone with an individual in their own room, this is to protect staff as well as members.

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

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

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

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

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

Guidance

There are no swimming sessions on the Tuesday or Saturday but a land training session is likely.

There are hoists available in some rooms, but you will need to provide your own slings if you require this service. Karen and Heather are trained in moving and handling, lifting and positioning procedures. However, as far as I am aware, there is only one swimmer who requires the use of the hoist. If you do require this service please let me know sooner rather than later.

Cot sides are also available – please let Karen know if you want this service.

Younger swimmers or swimmers with additional needs are usually matched with an older swimmer/ support staff/ volunteer staff for walking to and from the pool, on the coach, and for going down to the pier. We stay in a large group.

Additional information

There is a guide dog travelling with us. Should anyone have an allergy to dogs please let Karen know.

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

Karen.