



Junior Activities

Parent/Guardian Information for Junior Activities, Summer 2026

Information:

Thank you for choosing our Junior Activities this Summer! We can't wait to welcome you to Sport & Fitness 😊

Please ensure you read the below carefully for drop off and collection times for each session. Before finalising your payment, **please ensure you consider that your junior must be collected for lunch between 12.00pm – 1.00pm.**

General Information:

- Junior Activity Staff (Activity Leaders, UoB staff and instructors) will hold a DBS certificate, as per the University's Child Protection Policy (<https://www.birmingham.ac.uk/Documents/university/legal/children-policy.pdf>).
- Activity Leaders will ensure that every child gets the most out of the programme, by ensuring behaviour is managed throughout the duration of the camp. If a child's behaviour prevents other children enjoying the activity, the parent/guardian will be contacted. Sport & Fitness reserves the right to remove the child with no refund given.
- Our staffing ratio is 1 member of staff up to a maximum of 10 children.
- There are no criteria for ability or fitness levels for any of the sports and activities on offer. Coaching staff and instructors will adapt their sessions to ensure all children get the most out of their time with us.
- There will not be an alternative activity to attend from the scheduled activity. Schedules will change on the account of extreme weather but will otherwise remain as planned.
- Sport & Fitness maintains an open access policy to all children including those with disabilities. However, we are unable to provide care for children who require 1:1 support. Parent/guardians are advised to ensure the online application form is completed as fully as possible, so the child's needs are assessed **before** attending. We are happy to meet with parents/guardians to discuss any additional needs.
- Parents/Guardians will be required to collect their child if there is a suspected illness or infection.



Junior Conduct

Sport & Fitness is proud to support everyone, of any ability or background, to enjoy their time with us and to feel successful. If, in the very unlikely instance a staff member becomes concerned around instances of unkindness, discrimination, bullying or harassment which cannot be resolved, the junior/s in question will be temporarily removed from their main group in liaison with the wider Participation Team, and the lead guardian will be contacted to discuss the next steps.

Junior Support - What if my junior is unhappy during sessions?

If your junior has expressed feelings of unhappiness or anxiety, **please do talk to us!** We will do our best, alongside you, to reassure them and support them to engage in activities (potentially adapted or alternative ones!) to meet other juniors, or to provide a safe, quiet space between or throughout. Our staff play a huge role in building each junior's confidence throughout their time with us, so they have the best experience possible. Please let us know wherever we can provide additional dedicated support.

Use of mobile phones

We recognise that some parents/guardians may want their junior to have a mobile phone in their possession during our sessions for emergencies. Please be aware we will strongly discourage the use of mobile phones during the sessions, unless a junior or parent has spoken to the Participation Team – especially in relation to their support or wellbeing needs. We take the Safeguarding of our junior participants very seriously, and staff reserve the right to confiscate mobile phones if they have concerns of any misuse, e.g. viewing or sharing inappropriate material, taking photographs or other children or members of staff without their consent, live posting of videos to social media or anything further that staff members deem as inappropriate. This includes theft or damage to another person's property. In such instances you will be contacted immediately and depending on the severity of the incident, in liaison with a manager, it could result in your junior being excluded from the camp without a refund.

What if my junior is unable to attend due to illness?

Please email us (classes@sportandfitness.bham.ac.uk) at your earliest opportunity if your junior will not be attending our sessions due to illness. Further advice will be provided at the point of contact, and medical evidence will be required if a refund is requested.



What to bring:

- A drinking bottle labelled with the child's name must be brought. Water is available throughout the Sport & Fitness building. It is not possible to purchase drinks. If your child does not have a water bottle, a Sport & Fitness water bottle will be provided at a cost.
- Suitable sports clothing to be worn (shorts/tracksuit bottoms or leggings, t-shirt or jumper), including for outdoor activities (e.g. sunhat/cap, waterproof jacket).
- It is the parent/guardian's responsibility to pack additional clothing based on the weather forecast. In the event of extreme weather, any planned outdoor activities will be moved indoors.
- Please ensure your child is wearing comfortable footwear, suitable for both indoor and outdoor use (e.g. trainers with non-marking soles).
- If your child requires any medication during their time with us, this must be brought with them, and we must be informed beforehand. Please ensure this is recorded as fully as possible in the designated section on the online application form.
- Optional: Light snacks for between sessions. **No nut items or food items containing nuts are to be included in the snacks brought**

Timings:

AM session

- **Drop off:** 8.45am – 9.00am
- **Collection:** 11.50am - 12.10pm

PM session

- **Drop off:** 12.50pm – 1.10pm
- **Collection:** 2.25pm – 2.40pm

Centre staff will take over the responsibility of the child for those who have not been collected by 12.10pm (AM session) or 2.40pm (PM session). The child's emergency contacts will be called, and a £25 fine will be applied.

Sign in/Sign out procedure

- Parent/guardian must have a Sport & Fitness ID card, as well as the junior. These are used to gain barrier access from reception. If not already available,



cards can be printed and collected from Sport & Fitness reception **before** 8.45am.

- Parent/guardian must sign their child(ren) in, showing their Sport & Fitness ID card.
- Parent/guardian must sign their child(ren) out at the end of the session.
- If there is a different parent/guardian collecting their child(ren) this **must** be notified to Sport & Fitness in advance. Sport & Fitness reserve the right to retain a child if the person collecting is unable to be identified, or if there is no prior consent to release the child(ren). If this happens, the original parent/guardian will be contacted prior to any release

Refunds

- All fees must be paid at time of booking and are non-refundable or transferable unless there are insufficient numbers for the camp to run. Refunds are **only** available upon the provision of medical evidence.
- Sport & Fitness reserve the right to cancel the activities at any time if there are insufficient numbers for them to run.

Whilst juniors take part in activities/sports, their personal possessions will be always kept with the Juniors. We cannot take responsibility for any loss, theft or damage to possessions, unlikely as they are to occur.

We look forward to welcoming you to Sport and Fitness! ☺