



2022 STATEMENT OF PURPOSE

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1. REGISTERED PROVIDER

The Registered Provider of this Residential Holiday Scheme for Disabled Children is **Over the Wall**, a UK children's charity (Registered No.1075361 & SCO43191) and a company Limited by Guarantee (No.3713232).

The charity has been in existence since 1999 and its administrative offices are located at Langstone Technology Park, Langstone Road, Havant, Hampshire PO9 1SA.

The charity's other contact details are

- E-Mail: enquiries@otw.org.uk
- Telephone: 02392 477 110
- Website: <http://www.otw.org.uk>

2. RESPONSIBLE INDIVIDUAL

The Responsible Individual for Over the Wall is **Kevin Mathieson**, Chief Executive Officer. Kevin has been CEO of the charity since 2011 and prior to this was a Chief Police Officer in both England and Scotland with wide-ranging organisational responsibility at this level. His contact details are

E-Mail: kevin.mathieson@otw.org.uk

Telephone: 07522245717

3. REGISTERED MANAGER

The Registered Manager for Over the Wall is Sally McCluskie, Director of Nursing. Sally is a qualified Band 8 Pediatric Nurse and has prior experience of working at Over the Wall camps before embarking on this full-time role in November 2021. Her contact details are

E-Mail: sally.mccluskie@otw.org.uk

Telephone: 07551521814

4. MISSION, VISION, OUTCOMES AND VALUES

Our Vision

... is to provide every child living with the challenges of a serious illness or disability, and their families, access to our free-of-charge transformational programmes.

Our Mission

...is to provide a variety of free-of-charge, therapeutic recreation programmes to improve the quality of life for children, young people and their families and help limit the debilitating negative impact of social isolation that often accompanies serious childhood illness/disability.

Outcomes

Through participation in fully supported and proven programmes of fun-filled recreational and educational activities, our programmes promote inclusion and a sense of belonging, whilst developing greater confidence, self-esteem, coping strategies and peer relationships.

Values

Our camps are child-centered, based on a model of Therapeutic Recreation with activities run on the principles of 'challenge by choice' developed to foster coping and resilience and build self-esteem and confidence.

We aim to continually improve the quality of organisation and service we provide to ensure our camps remain safe, memorable and full of fun, excitement and friendship.

We aim to provide the very best medical care at our camps and deliver that provision as unobtrusively as possible.

We hold the contribution provided by our volunteers and supporters in the highest regard and aim to exceed their expectations of us.

We are always committed to behaving professionally and treating others with courtesy, respect and integrity.

We will conduct all our business transactions in an ethical and fiscally responsible manner.

5. **FACILITIES & SERVICES**

We rent high quality, residential premises in different parts of the UK for short periods and provide the staff, volunteers and other resources to enable us to run our programmes from these locations. Our camp venues are typically private boarding schools or recognised activity centres used by schools for children.

We notify Ofsted by 31st March each year of the locations and dates for our camps affected by the regulations for the forthcoming 12 months as per our conditions.

In 2022 our health challenge camps will be located at

- Whitemoor Lakes (3rd - 7th August).
Barley Green Ln,
Lichfield, Staffordshire.
WS13 8QT
TN: [01283 795000](tel:01283795000)
- and
- St Mary's School, Ascot, (15th - 19th August)
St Mary's Road, Ascot.
SL5 9JF
TN: [01344 296600](tel:01344296600)

We have criteria to help us select appropriate locations for our camps which includes security, safety, accessibility to specialist medical facilities, and quality of residential, catering and on-site facilities/amenities.

The Registered Manager ensures that all locations are visited and the subject of a detailed review ahead of each camp with particular attention given to health & safety checks and enquiries with the facility managers to ensure the sites are fully fit for purpose and meet regulatory requirements.

We have a comprehensive and open application process that we use to recruit campers which includes a detailed medical questionnaire completed by the camper's Consultant, Specialist Nurse or GP. Each application is scrutinised and assessed for suitability by our clinical and camp staff before a decision is taken to either

- confirm attendance,
- place the prospective camper on a waiting list,
- advise them we cannot cater for their needs or
- advise them they do not meet the criteria for attendance.

We have a detailed website that provides families and prospective campers with information, *inter alia*, of who we are, what we do and our criteria for attendance. When we are unable to proceed with attendance for whatever reason we try to provide the family concerned with other options involving information on other charities that may be able to assist.

We provide clinically chaperoned transport from key cities in the region of our camps where we uplift children from their parents/guardians and convey them to site. All our camps are fully residential with accommodation, meals and activities provided *gratis*.

A key provision at our camps is our ability to provide unobtrusive medical facilities to deal with the routine clinical needs of the children we serve. The service is nurse-led and provided by suitably qualified and experienced Doctors and Nurses, mostly paediatric, and all volunteers. In 2022 we have a full-time Director of Nursing and Nursing Coordinator both qualified NHS paediatric nurses who lead the clinical side of our provision.

At each camp we provide a structured recreational activity programme for the campers which includes a mix of low and high energy activities such as arts and crafts, music and drama, archery, canoeing, abseiling, high ropes, swimming, talent night and camper disco.

Details of our staff and volunteer provision is provided below.

6. ORGANISATIONAL STRUCTURE & STAFFING DETAILS

In addition our 'Operations' staff, we will take to each camp in the region of 70 adult volunteers these being a mix of both males and females. Volunteers play a huge role in the running of our camps and the ratio of adults to campers is generally more than 1:1. All our volunteers must successfully complete an interview process, provide two satisfactory references, which are each checked by separate phone call, and complete enhanced vetting. We provide them with advanced reading before camp and training at camp ahead of the campers arriving.

Volunteers carry out different roles at camp, depending upon their skills and experience, including

- Team Leader,
- Team Mate,
- Activity Leader,
- Camp Recorder,
- Independent Safeguarding Officer,
- Medical Team Mate.

In addition, we often have a small number of external activity providers whom we ensure are similarly vetted and have professional qualifications for the activity they are providing.

Both volunteer and external provider details for our camps are available for scrutiny ahead of the commencement dates for our camps.

7. SUPERVISION, TRAINING & DEVELOPMENT

Staff

There is a clear hierarchical structure in our supervisory arrangements and every member of staff has a clearly defined role, responsibilities and a line manager.

We have a structured PDR system with competency-based assessment, objective setting, review periods and peer reporting. The PDR system is used as the foundation for identifying individual training needs and the organisation has a small, allocated budget to meet these requirements.

There is a specific requirement for our camp staff to undergo formal safeguarding training and training around behavior and the use of different interventions to control and restrain children in line with our behaviour policy. New camp staff (we recruit seasonal staff) are inducted properly into our model of therapeutic recreation and challenge by choice.

Over the Wall's Staff Handbook contains all our relevant HR policies. Our policies which have an outward focus or interest are listed on our website for public scrutiny.

Over the Wall is also a member of the SeriousFun Children's Network and there are routine international webinars on specific training items that all staff are encouraged to participate in. The Network also routinely holds conferences for different disciplines.

Volunteers

There is a clear hierarchical structure in our volunteer arrangements with experienced and suitably competent past volunteers taking on enhanced roles. There are written role descriptions for these roles together with the responsibilities they have.

New volunteers are provided with access to the Volunteer Handbook and are actively encouraged to read this handbook before attending camp. Prior to attending camp all volunteers must complete online E-learning.

Volunteers arrive at camp at least a day ahead of the campers to participate in a structured training programme covering our main policies and procedures, the principles of therapeutic recreation and challenge by choice and to bond in their teams and prepare for the arrival of the children and young people.

Volunteers participate in daily meetings with their teams and leader, the leaders participate in daily Team, Activity and Medical Team Leader meetings with individual staff and there are daily Staff Management meetings. These are all structured to allow for any issues arising to be raised and dealt with at the earliest possible opportunity.

Governance

Over the Wall has a robust governance structure with an established Board of Trustees and a variety of sub-committees, including an Operations Committee, Risk Management Committee and a Clinical Advisory Board. The main Board meets quarterly.

The sub-committees mentioned meet at least twice a year and report to the main Board. The Operations Committee and Clinical Advisory Board have a specific role to review and critique/validate the staff review of all incidents, complaints, feedback, and planned changes which occurs after the end of every camp year. Before the start to the new season, they also vouchsafe that the preparations for the season to come have been carried out and that the charity is organised to run camps safely.

The Risk Management Committee scrutinise Over the Wall's Risk Register and actions and validate the Risk Matrix which identifies the priority risks.

In addition to the above, several trustees volunteer at different camps throughout the year and others will visit.

8. CAMPER DETAILS

Our Health Challenge campers are all aged between 8 and 17 years of age and of both genders. All will be living with, or will have recently recovered from, a serious illness that will limit, or have limited, their ability to enjoy a 'normal' childhood.

At camp, the children and young people are placed into mixed gender teams based on age and whilst the programme of activities is the same for all, it is adjusted according to the needs, abilities, and expectations of each individual and age group. The children's sleeping arrangements are based on their age group and gender. They will be in single sex bedrooms that each accommodate a minimum of two children with adult team members in adjacent bedrooms.

Many of the campers will be returnees and nearly all will live within a reasonable travelling distance from the camps.

9. ADMISSION & ASSESSMENT CRITERIA

Admission is based on a clinical-needs assessment.

As outlined in Section 5 there is an open application process whereby parents/guardians can apply directly online. The first part of that process is to complete a noted interest form which is a very short form which then allows our Regional Coordinators to personally get in touch by phone, provide information and support and answer any queries the potential applicant may have. This includes assistance in completing the online application if needed.

The second stage of the application is a detailed medical questionnaire, which is completed by the child or young person's Consultant, Specialist Nurse or the family GP.

This allows our Nursing Coordinators to assess the extent of the child's clinical needs, whether we can meet those, both individually and in conjunction with the other campers, their ability to participate in activities with others and their suitability for camp. Each child is given a dependency score, which we use to assess our ability to cater, medically, for their needs and when taken together with other prospective campers, the camp programme requirements. We also consider, in much greater detail than previously the 'wellbeing' of the applicants and so other criteria comes into play, such as perceived need owing to isolation, lack of self-confidence, self-esteem etc.

We are not exclusive to specific illnesses or conditions and attempt to be as inclusive as possible. For example, in 2019 we catered for over 100 different illnesses and conditions, however, there are certain categories of illness/condition that we cannot cater for.

These include children and young people

- who have severe difficulty in communicating with others,
- with recognised behavioural conditions,
- with cystic fibrosis
-
- with primary ciliary dyskinesia
- who are in wheelchairs and cannot weight bear to transfer.

Our Equality Policy applies to our campers.

10. KEY POLICY DOCUMENTS

The following policy documents, which address related areas of information requested in Schedule 1 of the Regulations, are listed on our [website](#) for public viewing.

- Privacy Policy
- Behaviour Support and Intervention Policy
- Missing Camper Policy
- Fire Safety & Procedure Policy
- Grievance Policy
- Equality Diversity Policy
- Critical Incident Policy
- Complaints Policy
- Safeguarding Campers Policy
- Sexual Harassment Policy

11. CONTACT BETWEEN CHILDREN AND PARENTS

Children attending camp are not permitted to retain their mobile phones during camp and casual communication between campers and their friends/family is deliberately limited so as not to interfere with the running of camp. However, in circumstances where it is necessary for external contact, e.g., children are homesick or for other reasons, telephone facilities are provided.

12. CONSULTATION, RESEARCH & EVALUATION

Over the Wall has an ethos of continuous improvement driven not only by staff but, just as importantly, by the service users themselves. We have a range of methods for acquiring data to help inform our future practice including independent surveys, university research and camper consultation.

Kevin Mathieson
CEO
February 2022.