

# Roman Catholic Diocese of East Anglia



## CATEGORY D

### RESIDENTIAL EVENTS FOR CHILDREN AND YOUNG PEOPLE

Examples include:

- Youth residentials and holidays.
- Children's camps.
- Retreats.
- Pilgrimages.

#### D1. PREPARING FOR RESIDENTIAL TRIPS

One person, the event leader, should have overall responsibility for the planning, supervision and conduct of the event. After due discussion and consultation with other team members, the event leader is responsible for ensuring that all reasonable preparation has been made for the event, and must:

- Ensure that appropriate approval is obtained and complete Approval for Events and Activities Form with the Parish Priest or Leader of the Organisation (Form CaSE 2)
- Prepare the programme of activities and as appropriate conduct research or visit the venue in advance to check for suitability and potential problems.
- Ensure that the residential venue has a current building certificate and fire certificate.
- Check on the event venue's own policies to ensure that they can be adhered to.
- Choose the day and time of each activity carefully.
- Organise transport and insurance, and check that they are suitable. Insurance should include public liability and personal accident injury. (See Transport in Category C).
- Ensure that all leaders are appointed in accordance with the recruitment policies and procedures.
- All adults wishing to be involved in the residential event must have a specific role and be accountable to the event leader.
- Appoint an event co-leader of the opposite sex for co-educational trips.
- Ensure that any instructors or workshop leaders within the group or at the event venue are suitably qualified for specialised activities.
- Ensure that all leaders are properly prepared for the event and their responsibilities.
- Ensure that the leaders are aware of the Child Protection and Health and Safety procedures relevant to the event.
- Ensure that one leader is trained in First Aid.
- Ensure regular and ongoing discussion and consultation takes place with other team leaders.
- Draw up rotas to ensure that sufficient leaders are available so that children are adequately supervised at all times.
- Obtain appropriate consents (see below).
- Ensure that all children's appropriate details are available in case of emergency.
- Ensure that the person with parental responsibility is informed of the date and time of the event and is given a contact number and address of the event venue.
- Ensure a system of liaison between the event and parents.
- Ensure that the person with parental responsibility understands the arrangements for collecting the children at the end of the event.
- Brief the children/young people at the start of the event and wherever possible involve them in setting any general behavioural guidelines.
- Be aware that although mobile phones are useful means of communication, the signal cannot always be relied upon. This should be taken into account when conducting a risk assessment.
- Call a post-event evaluation meeting within two months of the event, compile a report on the event and make recommendations to aid learning and development.

#### D2. CONSENT

A person with parental responsibility for each child/young person under 18 will be required to complete and sign forms containing the following:

- A general consent form for the various planned activities during the event. Certain higher risk events, as identified in the risk assessment, will require a specific consent form – if in doubt seek advice from your insurance company/provider.

# Roman Catholic Diocese of East Anglia



- a. Consent to group/activity photographs.
- b. Medical information – particularly that relevant to the planned activities.
- c. Emergency contact telephone numbers.
- d. Acknowledgement of the co-responsibility during the event including acknowledgement of the Code of Conduct for the behaviour of children and young people.

## **CaSE 4 is the consent form.**

The event leaders must ensure that consent forms are taken with the group to the event.

The event leader should ensure that each child or young person attending the event receives the following information:

- a. A list of items they will need to bring and must not bring.
- b. The type of activities planned for the residential trip.
- c. Code of Conduct.

## **D3. HEALTH & SAFETY**

There should be a designated leader who will oversee health and safety issues. He or she must ensure the following:

- a. Read and be familiar with all the event's health and safety documents.
- b. Ensure that all leaders have a briefing prior to the event, covering Health and Safety policy, supervision, child protection and transport policies. Consideration should be given to the provision of first aid training.
- c. Carry out a risk assessment for all activities connected with the event prior to the event taking place and monitor for on-going health and safety issues during the event. First Aid provision should form part of the risk assessment. For residential trips a summary risk assessment should be forwarded to the Finance Secretary.
- d. Ensure all children and young people are aware of where to contact an adult in an emergency at any time.
- e. On the first day ensure that all children and young people are briefed as to what to do in the event of a fire including assembly point.
- f. All signs are in place and that children and young people are told how to follow them.
- g. In the event of an accident or incident, ensure that an incident report form is completed by the relevant person(s), whether that be the medical officer, a 'first-aid-er' or the person present at the time of the incident. **(Form CaSE 6, the incident report form, must be forwarded to the Diocesan Safeguarding Co-ordinator/Officer/Adviser).**
- h. In the event of an accident or incident, ensure that all relevant staff based at the event venue are informed and their incident form completed.

**An accident is defined** as "An unplanned, unforeseen, unexpected and unintended event, which results in injury to people or damage to property."

**An incident** is more general and is an event that has an undesirable consequence be it involving physical impact or a "near miss."

The event must have a designated leader whom will oversee medical issues. A first aid kit and medical details should be accessible to the leaders at all times. All leaders should have access to a full list of children/young people and leaders attending the event in case a roll call is required.

The Health and Safety Executive recommends the following minimum contents for a first-aid box where no special risk has been identified:

- a. A leaflet giving general advice on first aid.
- b. Six individually wrapped sterile adhesive dressings.
- c. One large sterile unmedicated wound dressing approximately 18cm x 18cm.
- d. Two triangular bandages.
- e. Two safety pins.
- f. Individually wrapped moist cleaning wipes.
- g. One pair of disposable gloves.
- h. A resuscitator (for hygienic mouth to mouth resuscitation) would also be useful.

# Roman Catholic Diocese of East Anglia



## D4. SUPERVISION

It is important to have an appropriate ratio of adult supervisors to children/young people. The factors to consider are:

- Age and gender of group members.
- Children with special needs.
- First aid cover.
- Nature of the activity.
- Accommodation arrangements.

There must always be a **minimum of two adults** linked to every group for all activities or events.

**A general guide** for minimum supervision ratios provided by the DCSF is 1 adult leader for every 10 children or young people. For certain activities during the residential event, the supervision ratios indicated in **Category C** could be applied.

This should be considered in the risk assessment and be approved by the event leader.

Arrangements must be made to increase supervision ratios as appropriate to the needs of the children and young people or the nature of the activity.

Where the group activity involves **planned** separation into smaller groups, the sub-groups should remain in close proximity to each other to allow for an adult leader to summon the help of another adult. This also enables the leaders in the sub-group to monitor each other so as to safeguard the interests of both the children and adults involved.

Young people under 18 are welcome and encouraged to assist with event/activities. Their involvement must be monitored so that they do not have the responsibilities of a group leader or are used to meet supervision criteria above.

## D5. SPECIALIST ACTIVITIES

Specialist activities (e.g. abseiling, swimming, canoeing etc.) must always take place under the supervision of suitably qualified staff and explored in the risk assessment. The provider is responsible for the safe running of an activity whilst the event leader and other activity leaders retain responsibility for children and young people at all times during adventure activities, even when the group is under instruction by a member of the provider's staff.

## D6. LOCATION

Any meeting with children or young people must always be held in a public place with a minimum of two adults present.

A **public place** for the purpose of this policy is defined as an area which is: visually accessible (e.g. through a window) and not behind a closed door  
OR  
frequented by other people (e.g. staff room/kitchen, sports hall).

It is accepted that unforeseen circumstances (e.g. an accident) may arise whereby it is not always possible to maintain the presence of two adults. For this reason care needs to be taken in the planning stage when selecting an adequate number of leaders and the venue for the event/activity. If this does occur, the situation must be reported to another leader (where applicable the group leader) and be recorded to safeguard the interests of both the children and adults concerned.

## D7. CODE OF CONDUCT

The Code of Conduct is not exhaustive and cannot cover every eventuality. It is intended to provide a minimum framework for good practice when providing activities and events specifically for children and young people. The Code of Conduct must be displayed in all church premises where activities involving children take place.

## D8. DISCIPLINE

Discipline should be viewed as a way of helping children achieve self-control and not as a punishment. Group leaders should agree consistent approaches to discipline. Under no circumstances is physical chastisement acceptable.

**Guidance on managing children's behaviour can be found at Appendix 1.**

# Roman Catholic Diocese of East Anglia



## D9. PHYSICAL CONTACT

See Category A and Appendix 1.

## D10. USE OF PHOTOGRAPHS/IMAGES OF CHILDREN

See Category A and Appendix 2.

## D11. ANTI-BULLYING

See Category A and Appendix 3.

## D12. COMPUTERS

See Category A.

## D13. DRUGS-RELATED INCIDENTS

See Category A and Appendix 4.

## D14. TRANSPORT

See Category C.

## D15. OVERNIGHT ARRANGEMENTS

The following guidelines apply in residential events at night-time, once the children and young people have gone to bed:

- a. Accommodation must be gender specific and careful consideration should be given when allocating.
- b. The adults supervising the children/young people must reflect the gender of the children/young people making up the group.
- c. Principles of good practice apply to evening and night-time supervision. For the reason, any monitoring arrangements must always involve two adults and no adult should plan to be alone with a child or young person.
- d. It is unacceptable that one leader shares a bedroom with children/young people. Children and young people may be allocated bedrooms together. This includes Year 13 pupils who have passed their 18th birthday. However, in the case of a child with a profound disability or a specific medical condition, whose parents think that it is necessary for one leader to share with the child in a twin room, special care must be taken. Those with parental responsibility must give specific and detailed permission for this arrangement. In addition, the matter should be referred to the Activity Leader and the LSR. In cases of any doubt the LSR should refer the matter to the Diocesan Safeguarding Co-ordinator/Officer/Adviser for advice.
- e. Additional leaders should be assigned to assist with supervision on the first and last night and at other times as identified in the risk assessment.
- f. Leaders must ensure that they have access to children's and young person's medical records and parental consent form.
- g. There must always be a sufficient number of leaders on duty to supervise the event and appropriate cover available to supervise the children and young people should the leaders on duty be called away in an emergency e.g. to take a child to hospital.
- h. Alcohol can only be available to leaders off duty and only in an area designated by the leader. Only social drinking is acceptable and that in moderation.
- i. Leaders must only smoke in smoking areas designated by the event leader and not in the presence of children/young people.

## D16. RECORDING

A record of the event to include those present, the activities undertaken, outcomes and any other significant happenings during the event should be kept on file.

**A sample recording sheet can be found at Appendix D.**

## D17. ACCIDENT AND EMERGENCY

See Category A.

## D18. ACCIDENTS AND ILLNESS

See Category A.





## D19. MAJOR INCIDENTS

See Category A.

## D20. FIRE SAFETY

See Category A.

### ACCESS TO AN INDEPENDENT PERSON FOR CHILDREN AND YOUNG PEOPLE

The development and promotion of an ethos where children and young people are listened to and valued, and adults are encouraged and supported to respond to allegations or concerns of child abuse is imperative in safeguarding children's welfare.

All children and young people should be encouraged to talk to parents or leaders if there is anything worrying them. Leaders need to make clear that this is not disloyal, but helpful, and should respond positively when this happens.

Groups and organisations must have in place procedures for dealing with complaints from children and young people who are involved in church activities.

A sample Compliments, Comments and Complaints procedure can be found at **Form CaSE 8**.

Written information should be displayed encouraging children to share any worries or concerns they may have. This includes details of appropriate independent contacts who listen to children and young people.

This important message to children and young people will be communicated to them based upon their specific needs i.e. language, culture, physical impairment and/or learning disability.

All adults working with children and young people should know the name of an individual or organisation with whom they could put a child/young person in contact to discuss important matters.

