

## **Safeguarding at Camp and Residential Excursions**

Summer activities including Pony Club camp and residential excursions are usually the highlight of the year. It is a special time when Members can make significant progress in their riding and develop new skills both on and off their ponies. As Members have to work in groups all week, they learn life skills. For some Members it is the first time that they have stayed away from home for several nights.

Camp can take many forms eg.

- Senior Residential Camp - usually for children staying at one venue for 5 + days. The ponies are stabled and the children live in eg.hostels, caravans, tents or a barn with on-site catering. It is probably best to restrict attendance to those Members who are over 11 years old.
- Junior (Day) Camp - for younger Members, children often arrive each morning bring a packed lunch and leave each afternoon. The ponies stay for the duration of camp.
- Mini Camp - for the very young Member often on a lead rein. This group have special needs. 'Short and sweet' is often the best advice, so plan for three days in a safe, quiet environment with at least one adult to cater for those on lead rein. Mini campers often have a short concentration-span, soon tire and miss home very quickly
- Older Members, age 16+, sometimes prefer a completely different format. A short residential 3-5 day clinic is popular with a specialist instructor at a different time from main camp. Here they appreciate being treated as students and relish non participation in the tack cleaning and stable marking routines, so much an important part of the residential camp for the younger Members.
- Some Branches have a very large combined residential camp for the whole branch, some running for 7 days. Whatever you choose, careful planning is important if camp is to run smoothly. Camp should be rewarding and fun for all. Try to schedule a little free time for all too.

All Camps and residential excursions vary across the Pony Club and require planning in detail, taking into account Safeguarding considerations. The following is intended as guidance for Branches and Centres as part of their residential camps to assist them with planning and safeguarding procedures.

## **Event planning**

With the event planning elements Identified in the Health and Safety Rulebook covered additional consideration needs to be given to Safeguarding factors.

## Intital considerations

- Make sure all adult volunteers have undertaken the appropriate personal inquiries: Disclosure Checks, Safeguarding and First aid etc as needed.
- Identify a leader in charge who understands the tasks they are responsible for making sure are done
- Have a system in place for the handover of young people between parents and carers and leaders
- Have a suitable supervision plan – including free time and unstructured activities, headcounts, and check-ins
- Have a procedure in place in case a child becomes separated from the group
- Provide adequate supervision – including ratios
- Monitor behaviour of young people to make sure it remains suitable for the activity

Regulated activity is defined as any role whereby the person is expected to work unsupervised with, and/or has responsibility for, children/adults at risk. If they are there overnight they are deemed to be unsupervised and with responsibility for the children/adults at risk, regardless of whether other adults are also staying overnight.

### **Coaches, Trainers, and Visiting speakers**

We would strongly recommend booking key instructors/ coaches, trainers, or visiting speakers early, those individuals capable of teaching to a high standard to make the whole experience enjoyable, are in great demand. Always look after your special instructors they are worth their weight in gold.

Those coming in to deliver sessions should meet the current coaching criteria as per the Coaching Criteria identified on the website.

### **Pastoral care and support**

A key element to members enjoying time at Camp or on residential is providing support, the DC or the Assistant DC or a mature person are usually resident and responsible for the general discipline, rules, safeguarding, catering and all the domestic aspects of camp life.

This person may be responsible for the petty cash, pocket money, and the sale of confectionery etc. They must obtain an enhanced disclosure check (DBS, PVG, or Access NI).

Many camps have two or three people who take turns to stay and share this role. It is good practice to insist that all residential adults should have a valid First Aid Certificate.

**Supervisor Requirements:** All supervisors must meet the requirements outlined in Section 3 of the Safeguarding Policy- Safer Recruitment: i.e. have an enhanced disclosure check and have attended an approved safeguarding workshop. At least one supervisor should be appropriately first aid trained.

A minimum of two supervisors must be present at overnight camps. This should form part of the event risk assessment and more than two supervisors may be needed depending on numbers attending. Where male and female Members attend overnight camps, at least one male and one female supervisor must be present.

The suggested ratio for supervisors during daytime activities is as follows:

- Members aged 5 to 10 years = ratio of 1 adult to 4 children
- Members aged 10 to 16 years = ratio of 1 adult to 10 children

This ratio may change if Members have disabilities or learning difficulties

NB If the group contains male and female members then the supervising adults must include at least one man and one woman.

All people staying overnight must be checked via DBS, PVG, or Access NI as applicable. All those helping out during the day need to be disclosure-checked as well. A responsible person must be 'on duty' at all times whilst the camp is running.

*Adults and other helpers at the event* You must emphasise that unknown adults or children should not, under any circumstances, be allowed into a residence or an event without the organiser's permission. The organiser should be satisfied that the visitor's business is genuine.

**First Aid:** There must always be a Qualified First Aider present. Assistant(s) may be assigned specific roles e.g. First Aid, Health and Safety and Secretary / Admin. The local GP practice should be informed of camp dates, in case of any emergency.

*First aid on residential excursions* An appointed person must be present 24 hours a day as well as a trained first aider with a mobile phone and an appropriately stocked first aid box.

### **Overnight Waking Night Staff**

Overnight refers to any role whereby an individual is responsible for children/adults at risk between the hours of 2.00 a.m. and 6.00 a.m. eg. at camps and overnight events even if this person is sleeping for all or part of this time.

It is not mandatory to have waking night staff, but some clubs prefer to do so.

Besides the pastoral care organiser and others who are in residence, and depending on the numbers of campers a suggested minimum of 2 people should be on hand every evening to patrol after lights out and ensure that the campers are safe. Ideally, at least one male and one female should be in this group, but it can be larger.

A patrol should be made up of two people. The group should stay all night and take turns to patrol the site at regular intervals throughout the night. This responsibility could be shared by a group of reliable parents on a rota for the duration of camp but all must be appropriately checked.

NB If the group contains male and female members then the supervising adults must include at least one man and one woman.

### **Sleeping Arrangements**

At an early stage it will be necessary to decide whether the camp is going to use tents or be based in an indoor/residential centre. Where possible, individual tents or rooms should be provided. Organisers should be sympathetic to the needs of the family, offering support for those with little experience of this type of activity.

Sleeping arrangements should be clearly stated on the booking form and information to support an informed choice. Where possible families should be kept together and

- Sharing a room with a single child/adult at risk who is not related to them leaves both parties open to allegations being made against them.
- No supervisors/ escorts should ever share a room with an individual child / adult at risk unless it is his / her own child / adult at risk. The only exception to this would be that the child / adult at risk was so ill that they needed to be monitored all night and the escort was undertaking nursing duties necessitating that they remain awake all night. In this event, consideration must be made of informing the parents and / or taking the child / adult at risk to the local hospital.

### **Senior Pony Club Members and Others**

Enthusiastic people who can come in and help to organise games and other activities for members once the riding has ended. People who can help deliver essential equipment to the venue before and return it at the end of camp. Friendly parents to welcome new members on arrival show them the ropes and help them to settle in.

### **Concerns**

If there are any serious incidents, the group leaders should not be afraid to contact the parents and arrange to send the member home.

The Safeguarding Policy, Code of Conduct and Disciplinary Policy should be adhered to through out the duration of activity.

### **Medical**

Medical consent forms for each rider to attend the camp including relevant medical and dietary information must be completed and signed by those with parental responsibility before the event takes place. If such a form is not completed and given to the relevant organiser before the camp begins, the rider should not be allowed to attend. Medical consent forms are available to download from The Pony Club website

*Injections at residential events* – Diabetic, Epi pens, etc If a person going to such an event requires an injection during the event, then it is the parent's responsibility to ensure that the member receives the injection at the appropriate time of day. If the

parent cannot be present then a qualified nurse, doctor (parents may be one) or other trained person is permitted to inject the child if required to do so.

## **Timetabling**

Planned timetables should be shared as part of the booking process so all are aware of the intention of the camp or excursion.

On camp, a large notice board in a prominent position keeps everybody informed of activities, programme changes etc. It is important that a 'stable routine' timetable operates so that all Members muck-out and feed their ponies at the same times during the day. Likewise a timetable for members ensures that everyone is in the right place at the right time for meals and other activities. If possible, schedule regular periods of relaxation during the week, swimming and ten-pin bowling provide off-site interest and during the evening talks, demonstrations and games are appreciated.

## **Parental Involvement**

- The role the parent is expected to take must be discussed and agreed upon before the event begins and must be strictly adhered to.
- If the parent is there to supervise his / her child then they must take over at the appropriate time. It is not acceptable for a parent in this position to leave their child to the care of others unless there is an emergency and the parent is unable to be present on time. This should rarely occur.
- If they do not have this role, then the consent form must specify the extent of the delegation of shared parental responsibility. For example definition of the amount of responsibility, the camp/excursion escorts have for each child. To what extent the escort can make decisions on behalf of the parent.
- Consent for additional activities may need to be solicited before the beginning of the event, or the parent could signify his / her consent to any deviation from the publicised programme before the event commences. If the parent has not given this consent, then s/he must be contacted before a child/adult at risk-taking part in any change to the programme.
- It is not acceptable for the parents to use the period of camp to take a holiday away from the area. There must be a responsible adult available at all times in case of emergency. The camp escorts and supervisors are not providing a 24-hour daycare service to allow a private holiday.

## **Catering**

Catering is a very important part of the camp.

At colleges, some camps can book the term-time catering staff for their week. Others can import their own team of people to provide the food from a kitchen provided on-site. The food may be prepared on-site or delivered each day by parents according to a pre-determined menu. All caterers must have and are aware of the appropriate hygiene certificates/standards necessary to store, prepare, and serve food at camp.

The camp kitchen is an important area to include in the camp risk assessment. Camps of two weeks duration may be visited by the local authority health and safety representative who may wish to review catering standards.

Food Hygiene at self-catered residential events

- Micro-organisms can spread illnesses very easily in the confined living conditions of any residential event, and so personal cleanliness is essential to maintaining your own and everyone else’s health.
- Always ensure that you wash your hands after going to the toilet, after handling stove fuels and before handling food.
- Ensure that all cooking utensils, plates, pots and cutlery are thoroughly cleaned after use.
- Appropriate hygiene certificates would be an advantage.

The following checklist identifies planning elements to consider

|   | <b>Considerations</b>   | <b>Club Comment</b> |
|---|---|---------------------|
| Planning                                  | Purpose of the Trip e.g. Competition, training, social, combination, etc<br><br>e.g. When? Where? Who?<br><br>Risk assessment of the activity: does this meet the Health and Safety requirements as per the Rulebook? |                     |
| Pre event communication with parent/carer | e.g. Destination and venue, Pick-up times, Competition dates, Kit and equipment list, Emergency procedures, home contact, Consent form, Code of conduct   |                     |
| Accommodation and catering                | e.g. What type?<br><br>Catering: special diet, allergies<br><br>Suitability for group, accessibility<br><br>Room lists  |                     |
| Hosting or being hosted                   | e.g. Hosts vetted?<br><br>Hosts aware of special requirements<br><br>Transport arrangements<br><br>Telephone contact<br><br>Local map and information   |                     |

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|--------------------------|--|--|
| Transport                | <p>e.g. Mode of transport</p> <p>Journey time and stopping points</p> <p>Supervision</p> <p>Suitability and access</p> <p>Drivers checked</p> <p>Insurance</p> |  |
| Supervision and staffing | <p>e.g. Ratio of staff to participants</p> <p>Male/female, Specialist carers, Staff checked, Staff with relevant safeguarding training, Responsibilities</p>   |  |
| Emergency procedures     | <p>e.g. First aid</p> <p>Special medical information/ Medications</p> <p>Fire Evacuation procedures</p> <p>GHIC Card</p>                                       |  |
| Insurance                | <p>e.g. Liability</p> <p>Accident</p> <p>Travel</p> <p>Medical</p>   |  |
| Costs                    | <p>e.g. For trip</p> <p>Payment schedule – deposit, staged payments</p> <p>Extra meals, refreshments</p> <p>Spending money</p> <p>Security</p>                 |  |
| Documentation            | <p>e.g. Travel tickets</p> <p>Passports, visas</p> <p>Check non EU nationals</p>   |  |
| Preparing participants   | <p>Parent/ Guardian or member joining instructions and considerations</p> <p>e.g. Local culture, language</p> <p>Food and drink</p> <p>Currency</p>            |  |

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|--|---|--|
|  | Telephone<br>Maps of area<br>Arrange group meeting(s)<br>Confirm care and child protection procedures with group/staff<br>Rules, curfews, room checks, collect money, valuables |  |
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**Campers should be advised to bring the following equipment with them:**

For the stable

- Mucking out fork, shovel, broom, wheel-barrow or plastic sheet or similar to cart muck to the muck heap.
- Complete grooming kit, head collar and rope etc,
- Complete set of clean tack, girth, numnah(s), rugs, boots etc
- Water bucket, feed bucket and hay-nets.
- Tack cleaning kit, plaiting kit, tail bandage, stable bandages and fibergee etc

Feed for your pony / horse

- Bring enough of your own hard feed for the week. If you do not usually give hard feed ask for advice beforehand.
- Feed scoop

Personal

- At least 2/3 pairs jodhpurs, plus jodhpur boots, hacking jacket, tagged riding hat,
- At least 2/3 shirts, Pony Club tie or stock, hair nets, Pony Club badge, whip, Branch sweat shirt/s, waterproof riding mac, chaps, shoe cleaning kit, medical armband.
- Shorts / jeans, tee-shirts, trainers for wearing after riding has ended, warm sweaters, waterproof jacket, underwear and socks.
- Wellington boots or similar footwear and old clothes for mucking out. Some branches do not allow wellingtons as they can be pierced but Mucker boots are acceptable
- Swimming gear. If swimming is arranged
- Pyjamas, wash-bag with toothbrush/paste, soap, sponge, towels etc. (With instructions to use them!)
- Pillow(s), sleeping bag, additional blankets in case of cold.
- Pony Club Manual, notebook, pens.
- Label all equipment.
- Declare all medication on arrival.



### Tidiness

Campers are expected to keep their stable and sleeping areas clean and tidy. They may be expected to carry out light domestic duties during the week.

### Leaving the Site

No Member may leave the camp without the recorded permission of the DC or camp organiser

### Pocket Money / Valuables

A small amount of pocket money may be brought to buy sweets and soft drinks. Arrangements must be agreed upon about mobile phones during camps. Some do not allow the campers to keep them in their possession, but arrangements have to be made for them to be left with a specific staff member. Campers will be allowed to use them at certain times and the campers and the parents must be aware of these times.

Parents/ guardians are asked not to send a camper with items of value because the branch is not liable for any personal loss or any damage incurred.

### Alcohol / Smoking

No Member is allowed to consume alcohol or smoke during camp.

### Welfare

Members should tell their coach or the camp organiser if they feel unwell, unhappy, or have been injured/bullied.

### Parents

Arrangements must be agreed upon in advance with all parents when they are welcome to visit the camp. Once the final afternoon ride has finished all Campers must return their ponies to their stables. There may then be a short prize-giving which the parents are very welcome to attend. If so, after prize-giving has finished the campers are dismissed and the parents become responsible for their child/adult at risk again. It is important to ensure that all personal equipment is removed from the site and that the stable area is left clean and tidy.

**NB:** It is not expected that parents will be planning to be away on holiday during the camp week in case of emergency. If, however, such a holiday has been planned the parent must identify a responsible adult who will be able to care for their child/adult at risk if necessary and inform the DC and Camp organiser in writing before Camp starts. If visiting by arrangement, parents should not do the camper's jobs for them. It is an important aspect of camp for all campers to learn to muck out, make up the stables, clean tack, and help themselves and each other with supervision.

If the camper is a vegetarian, vegan, or has a special medical or dietary requirement please make sure that the organiser is informed well before the camp begins.

### Dealing with Ill and Upset Children

- If a child/adult at risk in your care is ill or upset, as a concerned adult, you would express sympathy for him/her.
- If the adult knows an existing condition the parents should also have given instructions as to the appropriate treatment and these instructions must be followed.
- If there is no prior knowledge then the necessary first aid procedures should be followed including gaining medical assistance if necessary.
- If more than one child/adult at risk is ill with the same symptoms medical advice may be required.
- If the child/adult at risk is upset or possibly homesick, then the escort should talk to the child/adult at risk, discuss the reason for the distress and attempt to discover ways in which to allay their concerns.
- in some situations it could be necessary to allow the child/adult at risk a short conversation with the parent after first alerting the parent to the need for such contact.
- If appropriate and requested there is no problem in giving the child/adult at risk a cuddle, but this should always be in an open environment where other leaders or coaches can clearly see.

### Administration and Handling Medicine

- All medication should be given to a designated adult for safekeeping and must be kept in a locked area accessibly only to the named person/people.
- No medication should be given to a child/adult at risk without the knowledge and consent of a person with parental responsibilities.
- The correct dosage for any medication should be clearly marked on the container and followed exactly. It should be in the chemist's packaging not decanted into other vessels. The name of the child/adult at risk must be clearly visible on the packaging.
- Any instructions as to necessary medication must be included on the consent form before the child/adult at risk leaves for the event and must be in writing.
- Any instances of illness or other situations requiring first aid assistance or medication must be recorded and the parents informed.
- Asthma inhalers and epi-pens, may be kept by the child/adult at risk as agreed with the parents.
- All coaches/instructors/leaders must be informed of medical conditions while the child/adult at risk is under their supervision subject to normal confidentiality.

### Substance Abuse

Substance abuse by a rider under 18 at a residential event is not allowed. Riders may not possess or consume alcohol, illegal or performance-enhancing drugs, or smoke during the residential event.

N.B. If the rider is to represent their Club or discipline at a national or area event then they are subject to the same rules on drug testing as an elite athlete.

Any adult abusing any substance whilst working at the residential event, whether waged or a volunteer would be subject to disciplinary action and could be asked to leave. This could lead to the involvement of the police.

Any parent wishing to collect his / her child / adult at risk whilst visibly under the influence of any substance should be prevented from taking the child / adult at risk as they could be deemed to be unfit and potentially a source of danger. If they insist on taking the child / adult at risk the police must be informed.

**N.B. No adult may offer such substances to a child / adult at risk under any circumstances. If this does happen, the police may be involved.**