Safeguarding Guidelines for Residential Camps

The following is intended as guidance for Branches and Centres as part of their residential camps this summer, in order to assist them with safeguarding procedures.

In the following document we refer to camp escorts / supervisors. By this we mean, any individual involved in regulated activity at the camp on a regular, frequent or overnight basis. Regulated activity is defined as any role worked on a regular whereby the person is expected to work unsupervised with and/or has responsibility for children / young persons. If they are there overnight they are deemed to be unsupervised and with responsibility for children, regardless of whether other adults are also staying overnight.

Please note: it is only if you are carrying out regulated activity on a regular, frequent or overnight basis that you are considered a camp supervisor.

≥ Regular refers to any role carried out at least once or more per week.
≥ Frequent refers to any role carried out at least 4 times in a 30-day period
≥ Overnight refers to any role whereby an individual is responsible for children / young persons between the hours of 2am -6am, i.e. at camps and overnight events.

General Residential Issues

- The escorts must have obtained a full disclosure check (i.e. DBS, PVG or Access NI). They should also have attended an approved safeguarding course.
- If the group contains male and female members then the escorting adults must include at least one man and one woman.
- The escorts should also have undergone some first aid training in order to be in a position to deal with any incidents which could occur, and must be in a position to prevent any bullying or harassment on the part of the young people in the group.
- If there are any such serious incidents, the group leaders should not be afraid to contact the parents and send the young person home.
- No escort should ever share a room with an individual child unless the child is so ill that they need to be monitored all night and the escort is undertaking nursing duties necessitating that they remain awake all night. Unless it is his / her own child
- Sharing a room with a single child who is not related to the adult leaves both parties open to allegations being made against them.
- The method of transportation must be clear to all and the timings of arrival and departure clearly agreed before the event.
- 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 responsibilities before the event. If such form is not completed and given to the relevant organiser before the camp begins, the rider cannot attend. Medical consent forms are available to download from The Pony Club website.
Role Specific
- The different roles of the adults attending the residential event should be made clear to ensure appropriate and continuous supervision and care for the riders.
- Coaches are generally present to teach the riders but should not be expected to additionally run the evening non riding activities, and camp escorts should be responsible for the welfare of the riders at all unstructured times.

Parental Involvement
- The role the parent is expected to take must be discussed and agreed 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.
- If they do not have this role, then the consent form must specify the extent of the delegation of shared parental responsibility.

Codes of Conduct and Discipline
- All Member Bodies have Codes of Conduct for coaches / instructors, volunteers, officials, parents and riders attending Residential. These exist not only to safeguard the rider but to protect the volunteers and coaches. It is important that they have not only read the Pony Club’s and BEF’s codes of conduct, but that all riders attending the residential camp and their parents are fully informed. These are available on The Pony Club website and the Health, Safety & Safeguarding rulebook.
- Participants who are also adults must be informed of the rules that the Camp is being held under and that the rules and codes of conduct must also apply to them, e.g., no smoking, no sexual activity, no alcohol etc.
- The adults supervising the residential event must ensure that the children behave in a reasonable manner and must use appropriate sanctions if the child’s behaviour is not acceptable.
- If there are any serious incidents, the group leaders should not be afraid to contact the parents and send the young person home.

Dealing with Ill and Upset Children
- If a child in your care is ill or upset, as a concerned adult, you would express sympathy for him / her.
- If the adult has knowledge of 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 is ill with the same symptoms medical advice may be required.
- If the child is upset or possibly homesick, then the adult should talk to the child, discuss the reason for the distress and attempt to discover ways in which to allay the concerns.
- In some situations it could be necessary to allow the child a short conversation with the parent after first alerting him / her to the need for such contact.
• If appropriate and requested there is no problem in giving the child 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 safe keeping and must be kept in a locked area accessibly only to the named person/people.
• No medication should be given to a child 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 chemists packaging not decanted into other vessels.
• Any instructions as to medication necessary must be included on the consent form before the child 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 may be kept by the child as agreed with the parents.
• All coaches/instructors/leaders must be informed of medical conditions while the child is under their supervision.

Substance Abuse
1. Substance abuse by a rider under 18 at the residential event
   • Is not allowed. Riders may not possess or consume alcohol, illegal or performance enhancing drugs, or smoke on the residential event. 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 for any elite athlete.
2. Abuse of substances by an adult on the event
   • 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 involvement of the police.
3. Parental substance abuse
   • Any parent wishing to collect his/her child whilst visibly under the influence of any substance should be prevented from taking the child as they could be deemed to be unfit. If they insist on taking the child the police must be informed.

Transportation
• The organisation should develop a transport policy, preferably publicised to the parents via the organisation's welcome pack and/or website, giving advice on dropping off and collecting children.
• It should be made clear that, in most instances, it is the responsibility of the parents, and not the organisation, to transport their child/adult at risk to and from the nominated meeting point. If the parents make arrangements between themselves, this is a private arrangement and at the parents' discretion.
• If the organisation formally arranges transport e.g. mini-buses or people carriers:
   ▪ Drivers must have a valid driving license; appropriate vetting and recruitment procedures must have been followed; the appropriate insurance must be in place; and breakdown cover must have been arranged
- The vehicle must be suitable for the number of passengers and have operational safety belts and appropriate child car seats.
- Parents must give their consent and have the driver’s contact details, with the driver having easy access to parent’s contact details including mobile phone numbers in case of incident or emergency.
- No child or adult at risk should be left alone in the car with the driver, unless it is the adult’s own child or adult at risk. If in extenuating circumstances, this situation arises the child or adult at risk should sit in the back of the car if possible.
- The children involved must be happy with the arrangements and adults should be alert to any signs of disquiet.

- If the organisation hires a coach from a reputable commercial coach company, it is entitled to assume the company properly maintains and insures the vehicles and employs properly licensed drivers. However, children / adults at risk must never travel unaccompanied. A member of the organisation must travel with the children / adults at risk and the adult’s contact details must be readily available to any parents who have a reason to contact them.
- In the event of a late collection of children / adults at risk, coaches and volunteers should attempt to contact the parents, wait with child or adult at risk, preferably in the company of others. Parents should be notified by the organisation of their responsibility to collect their child promptly.