



# Safety Handbook

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# Foreword

**Providing a safe environment in which our children and young people can develop is a fundamental responsibility for every individual leader, Company and Church, and Captains should ensure that all their staff is familiar with the contents of this booklet.**

It is not possible, nor is it desirable, to issue specific instructions to cover every eventuality but all leaders must be safety conscious without being over protective. The advice given is generally a matter of common sense and good practice. At the same time leaders must be aware of any policies devised by the Church authorities and the Church to which the Company belongs.

The Brigade Executive would draw attention to the Brigade's "Mission Statement" and to its "Annual Safety Statement" both published as part of the Annual Report in which the Brigade's position on "Safety" is clearly stated.

This Safety Handbook is now in its third revision. The Brigade Executive acknowledges the work done by key volunteers and HQ staff to keep the information relevant and up-to-date.

The Handbook refers to web site links thought relevant to particular topics. These sites should reveal more information helpful in the understanding of the topic and may also give specific advice and guidance on it.

Additional copies of this publication may be purchased from BB Supplies. Copies can also be downloaded from the BB website at [www.boys-brigade.org.uk](http://www.boys-brigade.org.uk).



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**NB. Copies of all forms referred to in this publication are available from the BB website: [www.boys-brigade.org.uk](http://www.boys-brigade.org.uk)**



# Introduction

**It is the duty of the Company Captain to satisfy him/herself that all individuals who are given any element of responsibility for children and young people are competent. He/she must also be satisfied that in all Company activities due consideration is given to the safety of children, young people and leaders.**

## Guiding Principle

- 1.1. The standards of safety that have been achieved in The Boys' Brigade have been high and very few serious accidents have occurred. Many minor accidents occur in normal, everyday Company activities, which go unrecorded. It is important that these are dealt with in an appropriate way.
- 1.2. With the increasing need to attract and retain children and young people by the use of more adventurous and potentially high risk activities, the need to adopt a more clearly defined comprehensive safety policy becomes more pressing. This publication seeks to provide a co-ordinated set of safety guidelines which will be the baseline against which all activities and practice at each level of the Brigade should be matched. Such a publication as this, however, cannot cover all circumstances nor can it be held responsible for not preventing particular incidents. Safety always has been and will remain the responsibility of the individual Company and its leaders.
- 1.3. When thinking about safety in the Company it is often assumed that this refers to physical safety. Indeed, this is a matter of highest importance but of equal importance is protection from emotional and sexual harm, which is the result of deliberate action by other members of the Company or, indeed, leaders.
  - 1.3.1. All leaders must therefore be aware of the Brigade's policy for Child Protection and must follow the Code of Practice.
- 1.4. The objectives of this Code of Practice are to provide guidelines which:
  - a) increase safety awareness through bringing Brigade policy and relevant publications to the attention of all leaders;
  - b) identify different areas of risk;
  - c) establish criteria for judging safe staffing ratios;
  - d) establish reporting and recording systems;
  - e) identify training implications:
- 1.5. Children and young people should not be put at risk by being exposed to an activity beyond their capability.

He/she must also be satisfied that in all Company activities due consideration is given to **the safety of children**, young people and leaders



## 2.1 Policy

2.1.1. The Boys' Brigade has a child protection policy statement, which is as follows:

### Policy Statement

The Boys' Brigade is a Christian Youth Organisation committed to providing a safe environment in which children and young people can develop socially and emotionally towards a mature adulthood

2.1.2. Many churches have their own procedures, which are based on denominational "Safe from Harm" policies and expect all those working with young people to follow those policies. All leaders are expected to follow the policy of the church to which the Company is attached where the 'Safe from Harm' requirements are over and above those of The Boys' Brigade.

2.1.3. The BB acknowledges that in its work with children and young people it has a duty to provide a safe environment in all circumstances and to ensure that they are protected from any form of physical, emotional or sexual abuse or harm.

2.1.4. This means ensuring that meeting places etc. are free from hazards, that risk assessments are carried out (see section 3.3.), and that when any activity is undertaken involving an element of risk, then the person supervising the activity is appropriately qualified and/or experienced.

2.1.5. All leaders should follow the code of good practice for adults working in the BB, which is outlined on the card issued on registration.

## 2.2 Selection and Registration of Leaders

2.2.1. Boys' Brigade has specific regulations and requirements for all adults working in the name of the BB including Officers, Instructors and Helpers working in companies, those who undertake responsibilities in Battalions (and Districts in England) including Office Bearers and Reserve Officers, and at Regional and National levels. Because of the changing nature of the requirements and provisions of those who work with children and young people, the Brigade regulations governing the registration of leaders and officials is not reproduced here. These can be found in the Leaders Handbook and on the BBUK website; copies are also available from BBUK or Regional Headquarters.

### Key Point

ALL adult leaders in the The Boys' Brigade must be registered with BB Headquarters.

The key points of the regulations are as follows:

Churches nominate individuals as potential leaders, and as part of that nomination process should ensure the following procedures are undertaken:

- completion of the Leaders' Registration Form (available from BBUK or Regional Headquarters and on the BBUK website);
- an interview with the Captain and the Minister, or other Church Official;

providing a **safe environment** in which children and young people can develop socially and emotionally towards a mature adulthood



- the taking up of written references of two people, not related to the applicant;
- completion of a Disclosure Application Form. All categories of leader will be subject to an enhanced check.

- 2.2.2. The completed Leader Registration form is sent to the appropriate Regional HQ.
- 2.2.3. On receipt of the application form from the Company or Battalion, BBUK Headquarters or the appropriate Regional Headquarters, will ensure a disclosure check has been obtained from the appropriate Criminal Records Bureau. This will include information on any convictions, cautions or investigations not resulting in convictions. Consideration will be given to the information contained on the disclosure and if all is satisfactory, the leader will be registered, allocated a registration number and sent a leader registration card.
- 2.2.4. If there was information on the disclosure that indicated that the individual should not be appointed then they would be written to, giving reasons. The Church will also be informed.
- 2.2.5. An individual who is deemed unsuitable to work with children or young people has the right of appeal. The appeal should be made in writing to the Brigade's Safeguarding Panel via BBUK Headquarters as set out in the regulations.
- 2.2.6. In the case of a disclosure that contained information that made it unclear whether or not an individual should be registered, then a referral to the Brigades' Safeguarding Panel will be made. Members of the panel will consider the suitability of the individual, and conduct a risk assessment based on whether the nature of the information on the disclosure posed any risk to the welfare of children, young people or other adults. If the panel agrees that the applicant is suitable to work with children and young people, then Headquarters will register the individual. In certain circumstances it may be appropriate for an individual to be registered for a probationary period, with a date set for review.
- 2.2.7. An individual who is turned down by the Panel has the right of appeal. The appeal should be made in writing to the Chair of the Brigade Executive, via BBUK Headquarters, and should be made within three months of notification of unsuitability.

## 2.3. Procedure Following Allegations or Suspicion of Abuse by a Leader

- 2.3.1. All allegations of abuse or suspicions of abuse concerning leaders are to be referred immediately and directly to the Company Captain, who must refer immediately to BBUK Headquarters.
- 2.3.2. No investigating or questioning is to be undertaken. If the Captain is implicated, refer directly to BBUK HQ or to the Minister or Church Official. All allegations/suspicions are to be referred, no matter how insignificant they seem to be, or when they occur. BBUK HQ should always be notified of allegations, even when they occur in non-BB settings.
- 2.3.3. If the situation is immediately critical, and outside of office hours, the Captain and/or the Minister or Church Official may decide to contact the police if they feel that a child/children is/are at risk. BBUK HQ should be informed as soon as possible at the start of the next working day.
- 2.3.4. Any individual under suspicion, or against whom an allegation or complaint has been made may be suspended by BBUK HQ until the conclusion of any investigations. A letter informing the individual of their suspension will be sent from BBUK HQ, and copies sent to the Captain, Minister and Battalion Secretary.
- 2.3.5. An individual has the right to appeal against a suspension. The appeal should be made in writing to the Brigade's Safeguarding Panel via BBUK HQ, and made within three months of notification of suspension.
- 2.3.6. While under suspension a leader may not attend any Boys' Brigade activities at Company, Battalion, District or Regional level.
- 2.3.7. Support for the suspended leader, and for any other parties involved is the responsibility of the Church. BBUK HQ remains neutral while investigations are carried out, and cannot offer any pastoral support to those individuals under investigation, but would look to the Church to fulfil this role.
- 2.3.8. Once the matter is concluded, the Safeguarding Panel will review the suspension.

**Key Point**  
If in doubt  
refer to HQ  
for advice



- 2.3.8. Once the matter is concluded, the Safeguarding Panel will review the suspension.
- 2.3.9. Captains must inform Headquarters whenever a leader leaves a Company by completing and returning a Leader Resignation form (LREG 8 Form). This form is available from BBUK or Regional Headquarters and from the BBUK website.
- 2.3.10. Where the leader has left, or been asked to leave for reasons that are connected to child protection matters, is our obligation to refer this to the appropriate regional vetting & barring authority.

## 2.4. Procedure Following Suspicion or Disclosure of Abuse Outside the BB

- 2.4.1. If a leader suspects that a child or young person is being abused emotionally, physically or sexually he or she should tell their Captain, Minister or other Church official.
- 2.4.2. Any facts that support the suspicion should be recorded.
- 2.4.3. There should be an agreement with the other adults consulted what action, if any, should be taken. Advice can be sought from BBUK HQ if necessary.
- 2.4.4. If a child discloses to you abuse by someone else, you should listen without interrupting, accept what is said, but do not investigate.
- 2.4.5. Advise that you will try to offer support but that you must pass the information on. Tell the Captain and /or Minister or Church Official.

## 2.5. Bullying

- 2.5.1. What is bullying?

Bullying is aggressive or insulting behaviour by an individual or group, often repeated over a period of time that intentionally hurts or harms. Bullying constitutes physical and/or emotional abuse. Research confirms the destructive effects of bullying on the lives of children and young people. Although some can shrug it off, bullying can induce feelings of powerlessness, isolation from others, undermine self-esteem and often convince the victims that they are at fault. For some, it can lead to serious and prolonged distress and long term damage to their social and emotional development.

Bullying can take many forms and fits into one of two categories: emotionally or physically harmful behaviour. The focus of bullying can be more or less anything that distinguishes an individual and represents a deviation from a presumed 'norm,' for example size, body shape, hair colour, skin, eyesight, dress, language, or mannerisms.

Care should be taken not to confuse 'bullying' with the wider problems of racism or sexism or homophobia where unfair treatment or harassment is perpetrated against a group or an individual because of their race, sex or sexual orientation. This type of discrimination is widespread and institutional, and involves the systematic oppression of groups of people.

- 2.5.2. Prevention

Bullying can be conducted in different ways. It can be one-off or sustained and it is damaging either way. It can be painfully obvious that bullying is taking place, or it can be surreptitious and subtle. Bullying can be perpetrated by an individual, one on one, or by a group on an individual or on another group. Bullying can include physical violence, destroying or damaging personal property, spreading malicious gossip and lies, name calling; bullying can also be perpetrated by mobile phone text messaging and social networking sites.

- 2.5.3. What to do if bullying occurs

Tackling bullying is time consuming and requires a commitment from leaders in the Company to work to a strategy to ensure that all members of the Company feel safe from bullying and harassment; the presence of bullying within the BB is never acceptable. The victims of bullying must be given appropriate support. It is also important that the perpetrator is dealt with sensitively; perpetrators can sometimes be victims in other areas of their lives.

Effective strategies to combat bullying will include:

### Key Point

Bullying in the BB is never acceptable



- having ground rules for behaviour; children and young people should be involved in drawing these up. New rules may be required for camps and holidays when companies are joining together for these activities;
- including activities in the programme about fairness and games which are inclusive;
- having time in the programme when young people can talk together;
- informing all leaders when bullying has been observed;
- listening carefully to what children and young people are telling you;
- making sure that activities are properly supervised with remote supervision for 'free time';
- informing young people and parents of expected levels of behaviour and the sanctions where bullying is being perpetrated. It might be appropriate to have a 'charter' for children and parents/carers to sign;
- sanctions might include informing a parent or carer, exclusion from any extra curricular activities (i.e. trips and visits), exclusion from BB for several weeks, or permanent exclusion.

Ignoring bullying or telling a young person to, 'just ignore it', or 'don't worry about it' is not an effective strategy, it is disempowering.

Additional resources and information can be found on the Internet including:  
[www.antibullying.net](http://www.antibullying.net) and [www.bullying.co.uk](http://www.bullying.co.uk)

## 2.6. Training of Leaders

- 2.6.1. All new leaders, on the first time of starting work within a Company should receive induction from the Company Captain, or delegated person. This induction will include emergency procedures and an explanation of the code of good practice for adults working in the BB. The new leader will be issued the code of good practice card.
- 2.6.2. The BB requires all Lieutenants and Captains to undertake Youth Leader Training prior to their appointment. A Warrant Officer must complete Youth Leader training by the end of the first complete session following their appointment.
- 2.6.3. Any registered helpers taking responsibility for groups of young people must have attended a Child protection and safety module.
- 2.6.4. Captains are sent the child protection policy and guidelines on appointment in the post, and should familiarise themselves with all aspects, particularly the duty to report.

**Key Point**  
 All new leaders should receive a copy of the BB Code of Good Practice card.

## 2.7. Dealing with the Press

Where there is an approach by either the local or national press on the subject of child protection, Captains/leaders should refer the enquirer to BBUK HQ. Where a press release has been issued, the Captain and the Minister will be sent a copy.

## 2.8. Photographs

Some companies use photographs of their activities in newsletters, on their web sites and in the local press. It is important that permission is obtained from parents or carers before photographs are used for publicity purposes. The annual consent form contains a paragraph about the use of such photographs. Care should be given in the release of information, and addresses of children & young people should not be given, but it may be appropriate to include the names of those gaining their awards, receiving the trophy etc. If individuals indicate that they do not want their picture to appear, that wish must be respected.

## 2.9. Internet, Chat Rooms & Mobile Phone Technology

- 2.9.1. Care must be taken in using PCs for BB activities with access to the Internet which is provided by the Company to children and young people. Control software should be installed to monitor website viewing and to restrict access to appropriate sites. Chat rooms on BB Company websites are to be discouraged.

- 2.9.2** Leaders should make sure they are familiar with Internet and chat room protocols for young people, and mobile phone code of good practice for the new forms of content on mobile phones, i.e. mobile Internet access (WAP), text messaging (SMS), multimedia messaging (MMS), camera/video facilities, games and chat functions (see websites given below). Any malicious communications should be referred to your Company Captain and the service provider.
- 2.9.3.** Bullying by mobile phone is a relatively new phenomenon and must be followed up (see section 2.5.).
- 2.9.4.** BB leaders need to be clear about their boundaries and good safeguarding practice when using internet and mobile phone technology. Although it has been said that social networking sites can be valuable youth work tools in terms of relationship-building. We need to remember that as volunteer youth leaders, we are in positions of trust, we are not “friends” and our youth leaders role is only to be carried out in supervised settings.

Clear boundaries about when, where and how we carry out our volunteering roles are essential. Clear boundaries serve two purposes:

- They protect young people
- They protect the leader from getting into situations that become difficult to manage.

Another way to think about this is that when you are working as a BB leader at your church, there are other leaders around and there is an element of supervision by the Captain or Officer-in-Charge. If you are talking to a young person on MSN outside of these hours, you have no supervision in place, and the young person has no clear understanding of the youth work relationship in an online setting.

Texting, MSN and networking sites can be useful for sending round messages about events or cancelled meetings etc” but should not be used to develop a separate relationship with young people outside of BB.

Websites such as Facebook and Myspace can be good for young people to use among themselves outside of BB, but leaders should be aware of blurring the boundaries between themselves and the young people they work with. Leaders should not be in one to one online communication with young people outside of BB hours.

Useful websites:

Internet Watch Foundation:  
Government Home Office site:  
BBC home pages:  
Child Exploitation & Online Protection Centre

[www.iwf.org](http://www.iwf.org)  
[www.thinkyounow.com](http://www.thinkyounow.com)  
[www.bbc.co.uk/chatguide](http://www.bbc.co.uk/chatguide)  
[www.ceop.gov.uk](http://www.ceop.gov.uk)



### 3.1. Safety Awareness

#### Key Point

Safety awareness needs to be at the forefront of all of your planning.

- 3.1.1. All leaders undertaking the responsibility of supervising a group of children or young people within the age range of the Brigade must act in “loco parentis” which means that they must take “reasonable care of those in their charge as careful parents would take of their own children, having regard to all the circumstances”. Accordingly, any activity a child or young person has been involved in must come as no surprise to their parents. Parents should be made fully aware of the normal programme followed by using the Annual Consent Form. Parental permission should be sought prior to a child or young person’s involvement in any activity, which is, in any way, outside the normal Company programme by using the Special Event/Activity Consent Form. This form should be used for any overnight events, camps and holidays. Consent Forms are available from BBUK or Regional Headquarters and from the BBUK website. Copies of forms are also at the back of this handbook.
- 3.1.2. From time to time it may be necessary to issue notes and reminders to parents regarding the Company or section programme. If a group text messaging service is used to communicate with children or young people, parents should be included too.
- 3.1.3. It is not realistic to expect that a totally accident-free environment can be achieved. But, by heightening the awareness of safety issues to all members, leaders will be providing the safest possible experiences/activities. Leaders do well to remember that in regard to children and young people the force of example is very strong indeed, and in their time in the Company lifelong habits are formed. Therefore, safety education must aim to foster a consideration for others in all activities, promoted by the example of leaders. The normal comment from a victim after an accident is “I never thought” or “I never saw it”. This clearly shows that awareness is the main factor in maintaining safety and it should be seen in a positive, not a negative, manner.
- 3.1.4. In order to assist Captains in this important task the Brigade shall:
- a) ensure that all leaders attending Youth Leader Training will be required to participate in sessions on ‘Emergency Aid’;
  - b) provide a simple statement of insurance cover which should be displayed on the Company notice board.

Any leader in charge of any BB activity should be familiar with fire drill arrangements, alarms, fire fighting equipment in any premises they may be using.

In most activities, the potential problems or hazards will be few and can be dealt with by a few **simple measures**. Checking them is **common sense**, but a necessary requirement





## 3.2. Legal Responsibility

- 3.2.1. In the past there have been cases where parents have been asked to sign forms apparently absolving the Company/Church/Brigade from all responsibility in the event of an accident. It must be noted that, even if such forms are completed, this does not relieve the Company or its leaders of legal responsibility for any act of negligence that may occur. No leader should attempt to obtain signatures absolving the Company from such responsibility. However, it is important that before any unusual activity, excursion or residential stay is embarked upon, a child or young person's parents/carers should complete a consent form.

## 3.3. Using Risk Assessment

- 3.3.1. Children and young people derive a great deal of benefit from their time in the BB and the wide variety of opportunities that are available to them from the sectional meeting night and taking part in visits, holidays and activities as part of their BB programme.

- 3.3.2. Most activities take place without incident and it is clear that BB leaders are already demonstrating a high level of safety awareness. But following a number of tragic incidents over the last few years involving children and young people on trips and holidays organised by schools and youth organisations, there is a growing concern among parents and youth leaders about further ensuring the safety of children and young people. The potential hazards to which this handbook refers in its various chapters should not discourage leaders from organising trips and holidays; these present opportunities for experiences that are not available on a section meeting night. No amount of planning can guarantee that a sectional meeting or a trip or holiday will be totally incident free, but good planning and attention to safety measures can reduce the number of accidents and lessen the seriousness of those that do happen. The Health and Safety Executive (HSE) has recently issued a report on this very topic, which contains many good points for consideration by leaders. It can be found at: <http://www.hse.gov.uk/schooltrips> and it also links through to The Department for Children, Schools and Families and The Scottish Executive Education Department.

- 3.3.3. This section on using risk assessments sets out principles rather than trying to cover every eventuality, leaving it to the judgment of individual officers and staff teams as to how these should be applied. The Department for Children, Schools and Families suggest that risk assessments should be based on the following considerations:

- what are the hazards?
- who might be affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the leader in charge of the trip or holiday put the safety measures in place?
- what steps will be taken in an emergency?

- 3.3.4. The HSE advise that risk assessments should not be over complicated. In most activities, the potential problems or hazards will be few and can be dealt with by a few simple measures. Checking them is common sense, but a necessary requirement.

- 3.3.5. Meeting night premises

The Company Captain should undertake an annual risk assessment of the premises or parts of the premises that the Company uses for its meeting nights. The owners of the premises should already be undertaking a full annual assessment. The Captain should confine the assessment to those parts of the building used and to the sectional programmes. A simple form for this purpose is available from Headquarters (also enclosed at the end of this handbook). This may be delegated to an appropriate person but it is the Captain's responsibility to ensure that it is undertaken and that matters of concern that cannot be addressed by the Company staff are brought to the attention of the Church.

Assessments should have the aim of preventing or reducing risk. Children & Young People and leaders must not be put into situations that expose them to an unacceptable level of risk. Safety must always be the prime consideration. The ongoing safety concerns in the Company should be addressed as matters arise.

- 3.3.6. Visits, holidays and activities

**The requirements for holidays and camps are set out in Appendix A.1. The regulations and notification requirements for camps, holidays and expeditions are set out in Appendices A.1. and A.2.**



**3.3.7.** Leaders are encouraged to undertake a simple risk assessment before embarking on a trip or visit or undertaking a camp or holiday. A form for this purpose is available from Headquarters. Risk assessments need not be complex but should be comprehensive. Frequent visits to local venues such as a swimming pool may not need a risk assessment every time. However, it is essential not to become complacent. An assessment of the risks of such visits should be made at regular intervals.

**3.3.8.** The person undertaking the risk assessment should consider the following factors when considering the risks:

- the type of visit, holiday or activity which is being undertaken;
- the location, routes and mode of transport;
- the competence, experience and qualifications of leaders;
- the ratios of leaders to children & young people;
- the age of children & young people, competence, fitness and temperament and the suitability of the activity;
- any special or medical needs of the children & young people;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- the need to monitor the risks throughout the visit, holiday or activity i.e. generic and site specific hazards and variable hazards e.g. environmental, participants personal abilities etc.

**3.3.9.** Wherever possible, the leader in charge should undertake an exploratory visit in order to:

- ensure at first hand that the venue is suitable for the visit, holiday or activity;
- assess potential areas of risk;
- ensure that the venue can cater for the needs of the children & young people and leaders in the group;
- become familiar with the area before taking a group of children & young people.

**3.3.10.** Ratios

It is important to have a high enough ratio of adult supervision to children and young people for any visit. See Section 5, 'Staffing Ratios' for guidance.

**3.3.11.** Alcohol

Leaders must not consume alcohol before or during BB activities, including at any time during camps or holidays. This includes during any "off duty" periods. Leaders should never give or buy alcohol for young people.

## **3.4. General Emergency Procedures**

**3.4.1.** All those involved with a Company should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency. This applies to the normal activities of a Company as well as trips, visits, holidays, camps and expeditions. For any trips and visits, etc., a home contact should be identified (normally a responsible person designated by the church)

**3.4.2.** If an emergency occurs, the main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that all the group are safe and under supervision;

- establish the names of any casualties and get immediate medical attention to them;
- ensure that all (group members) who need to know are aware of the incident and that all group members are following emergency procedures;
- notify home contact, who can advise parents/guardians of details as known;
- ensure that a leader accompanies any casualties to hospital and that the rest of the group are adequately supervised at all times;
- notify BBUK Headquarters as soon as possible (Telephone on 01442 231 681);
- notify the police if necessary;
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible;
- no one in the group should discuss legal liability with other parties;
- accidents should be reported to BBUK Headquarters by completing the accident report form (available from BBUK Headquarters & a copy is also at the back of the handbook).

**3.4.3. The main factors for a home contact to consider include:**

- ensuring that the leader of the group is in control of the emergency and establishing if any assistance is required from the home base;
- contacting parents/guardians; details of parents/guardians contact numbers need to be available at all times;
- the home contact should act as a link between the group and parents/guardians. Parents/guardians should be kept as well informed as possible;
- if a serious incident occurs then the home contact should liaise with BBUK Headquarters, who will designate a named person to manage any media contact.

**3.4.4. If overseas:**

- inform BBUK Headquarters;
- notify the British Embassy/Consulate;
- details to pass on to the home contact include: nature, date and time of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action yet to be taken (and by whom);
- notify the provider/tour operator;
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible.

**NB.** It is advised that no one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact, (normally BBUK Headquarters).

#### 3.4.5. After a serious incident:

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other young people or leaders have been affected. In some cases reactions do not surface immediately. It may be helpful to speak to the Minister of your Church or contact local community services and to seek professional advice on how to help individuals and the Company cope with the effects of a tragedy.

### 3.5. Emergency First Aid

3.5.1. The object of first aid in a Company situation is not to cure the patient but to ensure, as far as possible, that the injury is not worsened before professional help is obtained. It is not necessary for leaders to be fully qualified in first aid, although clearly it is very helpful to have persons with such qualifications. Emergency first aid is part of Youth Leader Training and leaders are also encouraged to undertake first aid training that might be available in their local area.

On a BB activity or meeting night, any leader is likely to be faced with a first aid situation and should be prepared to act. In all cases the most important part of first aid is to reassure the patient both by speaking and acting in a composed and confident manner. First Aiders should only commence treatment within their own capabilities.

#### 3.5.2 Recording Events

As soon as the opportunity presents itself, a detailed written note should be made of the main factors, the time and place of the accident, first aid given and by whom. This will be of use to the doctor or paramedic. Names and addresses of any witnesses should be noted. The police should be notified if dangerous practices were involved. This record will be needed when filling in the accident report for Boys' Brigade insurance purposes.

For further information regarding first aid, contact:

St John Ambulance

British Red Cross

St Andrew's Ambulance Association

08700 104950 or visit [www.sja.org.uk](http://www.sja.org.uk)

Local British Red Cross or visit [www.redcross.org.uk](http://www.redcross.org.uk)

0141 332 4031 or visit [www.firstaid.org.uk](http://www.firstaid.org.uk)

### 3.6. Medication

#### 3.6.1. Prescribed Medication

Leaders should exercise extreme care in giving medication to children & young people. It is best to limit such action to minor complaints and to consult a qualified person for further advice. Details of any prescribed medications should be set out on the Parents' Consent form. It is unlikely that during the course of a normal evening, a child or young person will need to take any prescribed medication. If on a day visit or residential activity, prescribed medication should only be administered following written permission from the parent/guardian, and the medication is in its original packaging, is clearly named and dosages stated.

#### 3.6.2. Non-Prescribed Medication

Leaders should not give any non-prescribed medication to children or young people in the Brigade.

## Areas of Potential Danger

### 4.1. Areas of Potential Danger

- 4.1.1. Probably no activity, even a normal company night that is ever undertaken is totally without an element of danger, however it is measured. For example, the misuse of furniture through young people sitting improperly on it, tilting it back or children & young people lifting apparatus incorrectly are common causes of simple, avoidable accidents. The activities which the Brigade pursues, and the places in which these activities are carried out, fall, for safety consideration purposes, into three clearly defined locations: indoors, outdoors and where high risk events are to be held (either indoors or outdoors). In addition there are a number of pursuits followed by Companies which require special consideration: parades on the public highway, visits abroad, use of private cars, public transport, mini-buses and other activities.
- 4.1.2. Particular care must be taken in informing parents/guardians of detailed arrangements of activities where a group of children or young people has to assemble or dismiss at a time or place different from the hours and location of normal attendance, whatever the activity.

### 4.2. Indoors

- 4.2.1. Indoors at the normal meeting place is not generally regarded as high risk, but this is true only so long as basic, common sense precautions are taken, including:
  - a) Only registered leaders should supervise activities and no equipment should be used by children and young people without instruction.
  - b) Appropriate levels of supervision, discipline and order should be maintained at all times.
  - c) Leaders should be aware of any health issues, including allergies (particularly to aspirin, elastoplast and penicillin, concerning individual children or young people which might have implications for participation in certain activities).
  - d) All leaders should be fully aware of the emergency exits and assembly areas to be used in the event of an emergency evacuation of the premises when necessary, including name checks to ascertain all are safely evacuated. All children & young people should be aware of these procedures through regular emergency drills. Staff should be aware of the location of fire alarms, extinguishers, and first aid kit. Remember, a fire extinguisher will only put out a small fire.
  - e) All emergency exits should be kept permanently clear of any obstructions. All emergency exits should be unlocked or be able to be opened from the inside. It is the responsibility of the leader in charge of the event to see that this requirement is met on an event-by-event basis.
  - f) All leaders should have ready access to a maintained first aid kit and should have appropriate knowledge in its use. The first aid kit should not contain analgesics, burn sprays, expectorants and astringents for use with children & young people or leaders.





- g) Leaders should have ready access to the local doctor's/hospital's telephone number. Leaders should know where the nearest telephone is situated. Quickest routes to the local doctor/hospital should have been identified.
- h) All leaders should be aware of the Company's policy and procedures for promptly informing parents/guardians of any incident concerning their child. Such notification includes time of incident, action taken, any medication administered and details of any knocks to the head, no matter how minor.
- i) On an annual basis, the Company Captain and Leaders in Charge should satisfy themselves that the premises in which the Company customarily operates, and the resources to be used, are safe for the activities of the Company. This annual risk assessment must not be taken lightly.
- j) Tools and equipment of any kind should be maintained and should be used under supervision by competent leaders. Particular care should be taken in setting up staging/scenery for special events and in the use of ladders in any form. Electrical appliances such as audio-visual aids are increasingly part of teaching activities but familiarity must not be allowed to dull proper care. The Captain or Leader in Charge should take responsibility for reporting to the Church, school or authority any shortcomings in fabric giving rise to potential danger.
- k) Where indoor events are held at unfamiliar venues, solely for Company use, the responsibility for ensuring a safe environment should rest with the leader present and in control of the event. Where an indoor event involves non-BB personnel/young people then the responsibility for safety should rest with the Leader in Charge.

**4.2.2.** Among the many simple safety precautions to be taken during a normal meeting night, the Captain or Leader in Charge should give consideration to:

- a) Ensuring that the premises are opened up a reasonable time before meetings and that a leader arrives early at any outdoor meeting point. Younger children in particular should not be expected to wait alone outside meeting night premises prior to or at the end of a meeting, nor should they be awaiting the arrival of a leader at a pre-arranged meeting point. In particular, parents/guardians of those under 11 years of age should be encouraged to deliver and collect their children from inside the hall. At the start of each session all parents/guardian should be issued with a brief note giving clear details of starting/finishing times, including the times at which leaders can accept responsibility for children & young people and stating that early arrivers must remain the responsibility of parents/guardians until the stated time.
- b) Identifying and minimising hazards from traffic as young people travel to and from, enter or leave the hall or event.
- c) Being aware of any inherent dangers in the meeting place, taking account of heaters, glass doors, stacking tables etc.
- d) Ensuring that children & young people taking part in activities requiring the use of cookers or cooking equipment, only take place under strict and adequate supervision.
- e) Ensuring that any craft activities are well supervised, that non-toxic materials are used, that children & young people do not misuse implements and that they are not allowed to work unsupervised if materials in use, or readily available, are likely to cause danger. All dangerous equipment or materials are to be stored in a safe manner.
- f) Taking into consideration any medical condition, disability or impairment notified by the parent/guardian that could affect a child or young person's participation in any event or activity.

## 4.3. Outdoors

**4.3.1.** The safety problems present at outdoor events are similar to those affecting work indoors, plus others specific to the outdoor environment. Weather conditions, traffic, terrain, water, clothing are a few additional factors that should be taken in to consideration. The need for all leaders to be appropriately trained, including training in first aid emergency procedures, and knowledge of the children & young people involved in the activity, remains. The requirements for discipline and a constant sense of order, adequate supervision, maintenance of tools and equipment, the provision of an accessible first aid kit on site and much more already listed are still highly relevant. In addition, the provisions of "The Country Code" should be followed especially when it is anticipated that unfamiliar land is being used.

- a) A responsible leader should always visit, or be familiar with, the proposed site of an outdoor event before any children or young people are taken there. For major events such as camping, this also includes close scrutiny of the local area. Leaders should familiarise themselves of potential risks, and arrange the activities so as to minimise these risks.
- b) Clothing appropriate to the event being held is worn by all taking part. Any child or young person failing to meet reasonable clothing criteria is sensitively excluded. Sound, written communication to children & young people and their parents/guardians should be provided well in advance of the activity taking place. It is helpful to have a stock of spare clothing.
- c) Outdoor events should only be held in suitable weather conditions. In the event of sudden changes in the weather making the continuation of the activities inadvisable, then the event, or proposed event, should be abandoned or postponed until the weather improves. Consideration should be given by leaders to establishing a list of telephone contacts and procedures for action in the event of cancellation of an event in order that children & young people do not return to empty homes. Leaders should always consider an alternative programme in preparing for an event. The organisers of the event are encouraged to set a clear example in not striving ahead with activities despite unpleasant weather conditions and should certainly always have appropriate contingency plans for cancellation and where at all possible an equally attractive alternative programme.
- d) Leaders should recognise that children & young people are likely to be more exuberant than normal when outdoors when the normal restraints of doors and walls are absent, and that voices giving directions/instructions do not 'carry' nearly so far. These considerations threaten staff's ability to supervise events and extra effort is often needed to impose discipline and a sense of order.
- e) The ages of children & young people, their capabilities and their health records should be taken into account regarding the level and type of activity to be pursued.
- g) During residential stays, members of the Junior Section require a higher level of supervision and leaders should always be supervised. Where Company or Senior Section members are out on their own, leaders should make arrangements for adequate remote supervision. Every effort should be made to reduce exposure to areas of high traffic density or risk. Water sports and swimming must only take place under proper supervision and only after a reasonable break following meals.
- h) When organising residential events, leaders must give proper care and attention to the need for proper hygiene precautions concerning food and sanitary arrangements.
- i) At any outdoor location, particularly at camps and holidays, leaders must, as a priority, establish the location of the nearest hospital and doctor.
- j) A leader or parent, or where appropriate, Police or Park Ranger, should be advised of the itinerary and timings for adventurous activities. Appropriate use is made of weather forecasts to ascertain possible conditions on hills or at sea.

#### 4.4. Arrival at Location

In certain instances, it may be necessary to report the arrival of the group. For example, at a country park this could be the Park Ranger, or, in large establishments such as museums, the security personnel. If the party is not remaining together, there should be clear instructions given as to a meeting place and a return time, and this should be realistic in terms of the age and nature of the party. A location should be clearly identified to which any child or young person separated from the group should return to immediately, a leader should always be located here. A card with an emergency mobile telephone number could be given in case members get split up, or miss the return time.

#### 4.5. High Risk Activities

- 4.5.1. High risk activities can be described as "those activities where a considerable degree of training is required both in the specific skill involved, and in the safety precautions necessary to reduce to an acceptable level the danger to life and limb". Inherent in this description is an awareness of the safety implications. All those common sense precautions covered in the preceding sections concerning indoor and outdoor events remain necessary basic considerations for any high-risk activity. Particular attention needs to be given to knowledge of the children & young people to be involved, age appropriateness and physical capabilities for the type and level of activity, health records, sense of discipline and order, parental permission, planning and procedures in the event of an accident/emergency. In addition

there are extra special considerations that require to be addressed, dependent upon the nature of the specific high risk activity planned.

- 4.5.2. Under no circumstances should high risk activities be undertaken until the full range of specific training required for the activity has been properly completed, fully assessed, and where required, certified.
- 4.5.3. Some high risk activities require additional insurance cover. This is arranged through Brigade Headquarters, if in any doubt contact BBUK Headquarters.
- 4.5.4. In no circumstances should any 'waiver' or disclaimer be signed if requested by a third party organisation. If in doubt contact BBUK Headquarters.

## 4.6. Pursuits Requiring Particular Attention: Water Safety

- 4.6.1. Water Safety is a very important topic that will affect groups which take part in water related activities. The "safety" element of it must be stressed as it is what dominates all of the literature and advice that is available. Groups would do well to refer to the leaflet "GROUP SAFETY at WATER MARGINS" produced by the DfCSF, SEED and CCPR (Central Council for Physical Recreation).

For further information:

The Sports Council, 16 Upper Woburn Place, London. WC1H 0QP  
The Department for Children, Families and Schools  
The Scottish Executive Education Department

[www.sportengland.org](http://www.sportengland.org),  
[www.dfcs.gov.uk](http://www.dfcs.gov.uk),  
[www.scotland.gov.uk](http://www.scotland.gov.uk),

## 4.7. Physical Education

As this is a fundamental part of Company programmes it is important to consider safety precautions which should be taken by leaders:

- a) A risk assessment should be carried out prior to the start of any activity and should be held on file. Where the activity takes place at a new location such as a local sports hall, a new risk assessment is required.
- b) Where possible leaders should hold a recognised National Governing Body coaching certificate in the activity taking place, or have attended an equivalent course for leaders in youth organisations.
- c) Children & Young people should not take part in contact sports against different age groups where there is wide disparity in physical size. It is recommended that separate competitions involving contact sports (e.g. football, rugby, etc.) be held for those aged 11 to 14 and those aged between 15 and 18 years of age. These age limits should be taken as their ages during the BB session. Young People who stay within the company until the session in which they reach their 19th birthday should not take part in contact sports in that session.  
For companies with male and female members the guidance given by the National Governing body for the sport should be followed in respect to male and female members playing together or against each other, this specifically applies to contact sports.
- d) Wherever possible, appropriate kit should be worn and children & young people should be advised of requirements in advance. It may be necessary to stop a person from taking part in an activity, if he or she is not properly equipped.
- e) Young people participating in physical activities should not be allowed to eat or chew or to wear jewellery.
- f) Young people should warm up thoroughly before strenuous activity.
- g) In contact games and sports, leaders and other adults should not participate.
- h) When apparatus is being used it must be placed with suitable clear space around it, and be stable and firm. Numbers using a given piece of equipment must be carefully regulated, and a proper sequence of use and supervision over the whole area of activity must be maintained throughout. Suitable landing areas must be in place for children & young people falling to, or travelling across.

- i) A comprehensive first aid kit should be available during all types of activity, and any injury should be treated by an appropriately qualified first aider. Pain-killing sprays should not be used to mask injuries to children & young people.
- j) Danger is minimised when the teaching of an activity follows a carefully structured programme. Leaders must be aware of the need for progression as a child or young person learns a new activity and, where appropriate, a record of each young person's individual progress should be maintained, to which other leaders can refer.
- k) Particular care must be taken by leaders to satisfy themselves about the safety of children & young people when involving them in activities and competitions not under the auspices of the BB, for example, sports tournaments and visits to games halls, water leisure complexes, industrial and manufacturing sites or community centres.

Companies should consider purchasing the publication "Safe Practice in Physical Education and School Sport" from Coachwise UK, tel: 0113 201 5555 [www.1st4sport.com](http://www.1st4sport.com) as this gives good practical advice on safety issues.

Further information on National Governing Bodies of Sport is available from:

Sport England  
Sport Scotland  
The Sports Council for Northern Ireland  
The Sports Council for Wales

[www.sportengland.org](http://www.sportengland.org)  
[www.sportscotland.org.uk](http://www.sportscotland.org.uk)  
[www.sportni.net](http://www.sportni.net)  
[www.sports-council-wales.co.uk](http://www.sports-council-wales.co.uk)





# Staffing Ratios

- 5.1. There are no set requirements for the number of leaders required, as it is necessary to fully consider the leader to children & young people ratio based on the activity being undertaken. At all meetings a Captain, Lieutenant or Warrant Officer must be present, in addition to other registered leaders as required.

The following points should be considered to establish the number of leaders that should be required:

- Number of children & young people
- Age of the children & young people
- Activity being undertaken
- Needs of individual children & young people
- Areas of risk highlighted by carrying out a risk assessment of the activity, and its location.
- Transport requirement
- Duration of the activity
- Expertise & experience of leaders
- Requirement for specialised training

For further advice on residential, including camps refer to the 'Camps/Holidays' section.

- 5.2. This number of leaders must be considered as a minimum for the event. If necessary, the event must be curtailed, numbers reduced, duration shortened, another time agreed or other similar action taken so that safety remains the first priority.
- 5.3 Child Protection Legislation and Procedures as laid down, **MUST** be followed in respect of all activities and leaders have to be aware of all of these. Further information and advice can be obtained from BBUK Headquarters. The importance of being fully updated in these extremely important.
- 5.4. Good organisation, discipline and control are required to maintain safety at all times.

At all meetings a Captain, Lieutenant or Warrant Officer **must be present**, in addition to other **registered leaders** as required.



# Reporting & Recording

6.1. Where an accident happens at a BB event it is important that certain controlled actions take place. Each Company, as part of its Safety policy should have an agreed policy for dealing with such emergencies and it should be firmly adhered to. The Company policy should be regularly reviewed and updated where necessary.

6.2. The first concern in any accident/emergency must be for the child or young person. If necessary, appropriate first aid assistance must be administered. Providing that the event is being properly supervised by an appropriately trained person, then this should prove to be no problem. Any child, young person or leader who receives first aid treatment should have this recorded in an incident/safety book (which is the ultimate responsibility of the Captain) kept with the first aid kit. This record should require details of time, date, nature of accident, immediate treatment rendered, notes on any later doctor/hospital treatment necessary and, if applicable, how, by whom and when parents were first informed.

6.3. The Company Safety Log/Incident Book may require to take the form of several books, one for each Section of the Company in order to ensure all leaders have access to such a record book. It should also contain details of fire/emergency drills undertaken and when first aid kits were checked/replenished. This record should be subject to regular review by leaders, indeed 'safety' should be an agenda item for all Company meetings, although, hopefully, on many occasions there will be few major issues to discuss under such a heading!

6.4. Where an accident occurs during the course of a BB event, a parent/guardian should be informed at the first reasonable opportunity, and the circumstances of the accident, and a synopsis of the treatment rendered, be given to them verbally. Wherever possible parents/guardians should be informed of any incident by a personal visit by a leader who is fully acquainted with the circumstances involved. Great care should be taken to understand the sensitivities of children & young people in these circumstances, but the emphasis should be on the prompt reporting to an interested authority, including their parents or guardians. If the accident occurs at a location distant to home, then careful thought must be given to the seriousness of the accident, as compared to the distance from home, and a judgement made as to whether or not the parents/guardians should be informed immediately. If the child or young person is on a lengthy residential stay with the Company and the nature of the accident, whilst serious, does not involve their returning home immediately, then leaders should make every effort to contact the parents/guardians promptly to inform them of the incident; this is preferable to parents/guardians learning details from their child first via telephone/text message or postcard and wondering if they have received the complete and accurate story of injuries sustained. Whatever the circumstances, when the child or young person returns home, the parents/guardians must be met promptly, and given details of the incident, treatment rendered and any professional advice given as to their after-care. In a pastoral role, it is wise for leaders to carry out follow-up visits

## Key Point

Each Company should keep a safety log / incident book. It may be appropriate for each section to keep its own records.

Where an **accident** occurs during the course of a BB event, a **parent/guardian** should be informed at the **first** reasonable opportunity





where children or young people have sustained more serious injuries. Such visits are also necessary on occasions to clearly establish the full cause of the accident, as often the time of injury/treatment is not appropriate to pursue such investigations. Leaders will also wish to identify those involved in any incident and those who witnessed an incident, log such details and take whatever action as thought to be appropriate.

- 6.5. Details of all accidents requiring hospital treatment should be sent to BBUK Headquarters immediately for the Brigade Insurers using the Brigade accident report form, which is available from BBUK Headquarters (a copy of this form is available at the back of this handbook).
- 6.6. Where leaders are acting in loco parentis (e.g. Camp), and are asked to give consent for emergency treatment, they are reminded that (in England & Wales,) young people over 16 must give their own consent.
  - 6.6.1. In Scotland, “a person under the age of 16 years shall have legal capacity to consent on their own behalf to any surgical, medical or dental procedure or treatment where, in the opinion of a qualified medical practitioner attending them, they are capable of understanding the nature and possible consequences of the procedure or treatment” [Age of Legal Capacity (Scotland) Act, 1991, Section 2(4)]. This is clearly a very different situation and one that has to be used with respect and sympathy for everyone concerned – the child or young person, their parents/guardians and the medical practitioner in attendance. “Best advice” tends to show that if parents/guardians sign a “Parental Consent Form” this should contain the fact that the leader(s) acting in “loco parentis” should exercise their responsibilities in consultation with the child or young person, provided the child or young person is deemed “capable of understanding the nature and consequences of the procedure or treatment”. Further advice can be obtained from the Scottish Child Law Advice Centre, tel: 0131 667 6333, under 18’s Free phone: 0800 328 8970 or [www.sclc.org.uk](http://www.sclc.org.uk)
- 6.7. When any of the emergency services are involved, and/or a doctor is called, leaders have a duty to immediately report the circumstances and accident to the child or young person’s parents/guardians.



## Training Implications

7.1. Much good practice in safety is common sense, and practical experience of Company work counts for a great deal. Minimum requirements for all Captains should include:

- a) A knowledge of Brigade Insurance regulations and the limits of cover. This should include a knowledge of how to seek advice from the Brigade's insurers about possible additional premiums due for potentially high risk activities and how to make and obtain claims on behalf of children & young people. A brief précis of cover through Brigade Insurance is contained in Appendix A.3.

All leaders should be familiar with:

- b) The required format for a Company Safety Log/Incident Book and the necessity to use this in the event of an accident, however trivial such might at first appear.
- c) A knowledge of the Company's risk assessment procedures and how, and to whom, to notify shortcomings and ensure appropriate remedial action is taken.

7.2. To this end, all new leaders, on the first time of starting work within the company should receive induction from the Company Captain, or other delegated person. This induction will include emergency procedures and an explanation of the code of good practice for adults working in the BB.

7.3. As part of Youth Leader Training leaders will be instructed in:

- a) Child Protection and Safety Issues, including the issues highlighted in this publication, and the need to ensure that the Brigade's Safety Guidelines are implemented.
- b) An adequate amount of basic Emergency Aid training.

7.4. The Captain or Leader in Charge must be satisfied that the following are in place for all leaders:

- a) They are made fully aware of their responsibilities for the young children in their care and their role within the Company or section. This is part of induction training for new leaders and takes place within the Company.

- b) They understand that matters of safety are paramount and are made aware of the potential hazards that might be encountered by children and young people in the activity at the location.

- c) They are aware of who should be contacted in the event of an emergency.

- d) They are aware of agreed emergency procedures.

all new leaders, on the first time of **starting work** within the company should receive **induction from** the Company Captain, or other delegated person





7.5. The Brigade has in place mandatory training for certain activities, leaders should not undertake responsibilities for these activities without first holding the necessary certificates:

- **Holiday Leadership Certificate:** for those leaders who are leading a camp or holiday, including residential events;
- **Camp Craft Certificate:** for those leaders who have responsibilities for the running of a canvas camp; at least one leader attending the canvas camp should hold this certificate;
- **Expedition and Outdoor Leadership Certificate:** for leaders who have responsibilities for training young people in expeditions skills, and/or supervise expeditions. This certificate is set at three levels:
  - i) **Basic:** for those who have passed the theory part of the assessment, allowing them to instruct young people and lead accompanied training expeditions in moderate and familiar terrain and in doing so gain experience.
  - ii) **Standard:** for instructing and supervising expeditions up to DofE Silver or the equivalent
  - iii) **Advanced:** for instructing and supervising expeditions up to DofE Gold or the equivalent.

All of these certificates are valid for 5 years and are subject to renewal.

The regulations for camps, holidays and expeditions are set out in Appendices A.1. and A.2., including the need for prior notification of these activities to the appropriate Regional Headquarters.



# Out and About

## 8.1. Parades on the Public Highway

**8.1.1** It is essential that for all parades the appropriate regulatory authority has been given due notice in writing of any proposed parade. Such notification must be in writing and should include details as requested on the application form and will normally include the name of the Leader organising the Parade, proposed date, timings and route and any special requirements such as the necessity to close roads, restrict access, etc.

**8.1.2** Once the statutory notice is issued by the relevant regulatory authority its terms and conditions must be strictly adhered to.

**8.1.2** Included in the appropriate regulatory authority(ies) consideration of the event will be consultation with the Police Force or Forces of the areas(s). It is likely this will result in the police being able to offer assistance to ensure the safe passage etc. of the parade.

**8.1.3** Appropriate Regulatory Authority

(a) In England and Wales this will be the Highway Authority (normally the local Council) for the area(s) of the parade. Parades and their implications are controlled by the Traffic Management Act 2004, Part 2. In some areas it may be that the Police are the regulatory authority.

(b) In Scotland this will be the local Council who have powers to control street parades and events given to them by the Police, Public Order and Criminal Justice (Scotland) Act 2006. Application Forms may be available "on-line" from Council Websites. The Act requires that applications to hold parades must be lodged at least 28 days before the intended date.

(c) In Northern Ireland the position is that all parades are regulated by the Public Processions (Northern Ireland) Act 1998 and all applications must be submitted to the Parades Commission for approval. This is normally done by making application to the local office of the Police Service of Northern Ireland who will process it and then pass it to the Parades Commission. The Act requires that applications to hold parades must be lodged at least 28 days before the intended date.

(d) In the Channel Islands and the Isle of Man local Parliamentary Acts or Regulations may be in place. Companies should check with their local government offices and respective police forces.

(e) In the Republic of Ireland, in all circumstances An 'Garda Síochána' must be given due notice (notice required varies according to area) in writing of any proposed parade.

(f) In all instances, Regional Headquarters have full details of these local requirements and will give guidance etc. as necessary.



#### 8.1.4 Considerations for the safe conduct of parades

- (a) Young people should march 3 abreast and leaders should form a fourth file on the traffic side.
- (b) The column should not be wider than one half of the available carriageway.
- (c) Parades should be held in daylight and in suitable weather conditions.
- (d) Where visibility is restricted, a “uniformed” responsible person should be placed at least twenty metres before and/or behind the parade to warn oncoming traffic. Such person could be a Police Officer or equivalent, or where necessary a BB Leader. Each of these “Stewards” must wear approved “high-visibility” clothing.
- (e) If it not possible on the day to observe these safety procedures, then **DO NOT PARADE**. Don't be tempted to cut corners. These recommendations are common sense guidelines for the safety and the conduct of everyone involved.

#### Key Point

If it is not possible to observe the required safety procedures, the parade should not take place.

## 8.2. Foreign and Overseas Travel

- 8.2.1. Foreign and Overseas travel offers Companies a wonderful opportunity to develop its members and the availability of low-cost and budget airfares and package deals has made this type of travel a realistic option. Whilst such excursions are to be encouraged, leaders must be very clear about the demands made of them in order to ensure that everyone experiences a happy and safe holiday. Those planning an overseas trip should contact BBUK Headquarters at the earliest opportunity for further information, advice and relevant notification form. (A copy of this notification form can be found at the back of this handbook).

#### Key Point

All Overseas visits **MUST** be notified to BBUK Headquarters using the Overseas Visits Notification Form

- 8.2.2. The key issues involved in preparing and undertaking such a trip include:

- what is the objective of the trip?
- is the proposed destination safe and stable?
- is an advance visit required or desirable?
- funding, travel agent or self book to be determined;
- insurance;
- notification to BBUK HQ;
- travel arrangements;
- passports and visas;
- parental consent;
- programme of activities and a risk assessment for each;
- emergency procedures;
- evaluation.

The detailed arrangements for any overseas trip cannot take anything for granted. Being in a foreign country with a group of young people and without the back-up options that would be available at home, places a considerable responsibility and workload on the leaders if or when something goes wrong. Accordingly, good preparation and assessing the risks at the outset along with documented emergency procedures will help ensure that the trip is successful.

#### 8.2.3. Advance Preparations

Early planning and careful thought and preparation in such an undertaking are essential. All relevant regulations for camp, holidays and expeditions apply to overseas visits.

**The leader organising the overseas visit MUST notify BBUK Headquarters AT LEAST 3 MONTHS BEFORE DEPARTURE.**

#### 8.2.4. Exchange Visits

The success of an exchange visit largely depends upon good relationships and communications with a partner organisation. There are a number of additional considerations to be given in organising



exchange visits, these are set out in the information pack for foreign trips which is available from Headquarters.

### 8.3. Passports (UK)

- 8.3.1.** All members over 18 years of age must hold valid individual passports. It is desirable that those under 18 years do so too, but their travel can be on a Collective Passport.
- 8.3.2.** In general, the basic “rules” for Collective Passports are that the Leader applying MUST be over 21 years and be the holder of a Full Valid 10 year UK Passport. There must be a minimum of 5 names and a maximum of 50. The group travelling on the Passport MUST each be under 18 years of age, be British Nationals (see below for information on members of other nationalities), and be travelling with a responsible Leader. A letter in support of application must be provided by Brigade Headquarters for approved parties, these are available upon request. Some time is required to prepare an application for a Collective Passport and Passport Offices require a minimum of four weeks to process such an application.
- 8.3.3.** Information about Passports & Collective Passports can be found at [www.ips.gov.uk](http://www.ips.gov.uk) or by calling the ‘Identity & Passport Service’ Passport Advice Line on 0300 222 0000.
- 8.3.4.** If the group includes children or young people whose national or immigration status or entitlement to a British passport is in doubt, it is advisable to make early enquiries with the UK Border Agency. More information can be found at [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk) or by calling the National Contact Centre on 0845 010 5200.
- 8.3.5.** Children or young people who are not nationals of any EU member state may need a visa to travel from the UK to another member state. However, they may receive visa exemption if they are members of a group. Contact the UK Border Agency or visit the dedicated website [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)
- 8.3.6.** Children or young people other than EU nationals may require a separate passport and may need to use separate passport control channels from the rest of the group.

#### Key Point

Particular care must be taken to ensure all Passports and Visa requirements are met.

### 8.4 Insurance for Overseas Visits

- 8.4.1.** It is essential that additional insurance cover is arranged to meet the special contingencies of an overseas visit. This may be arranged with the Brigade’s insurers. Companies are reminded that under the terms of the Brigade insurance, Headquarters approval for the trip must be secured. Companies travelling without approval could find any insurance cover invalid.
- 8.4.2.** Each individual travelling within the E.U. MUST have with them a European Health Insurance Card (EHIC) to allow them free access to the medical services of the country being visited. The EHIC is free. Full details are available from [www.dh.gov.uk/travellers](http://www.dh.gov.uk/travellers) Application forms are processed by the Post Office from where the information leaflet “Health Advice for Travellers” can also be obtained. The previous scheme of E111 forms was phased out in 2006. It is essential that all children, young people and leaders going on an overseas visit have a valid EHIC.
- 8.4.3.** Whilst insurance may be arranged through the tour operator, the small print in some travel insurance policies requires travellers to hold the EHI cards.
- 8.4.4.** The Leader organising the visit, or his/her deputy, should if possible know or visit the place selected. If this is not possible, every effort should be made by those responsible to familiarise themselves with as much information as may be available. Again, the advice of someone who has been to the place selected can be invaluable before making final arrangements.
- 8.4.5.** If mountain walking, climbing, skiing, canoeing, etc., proficient leadership must be available. (See also Appendix A.3. for further information about Brigade Insurance).

#### Key Point

Additional insurance, over and above that provided via BBUK HQ, must be in place for any overseas visit.



## 8.5. Use of Private Cars

### Key Point

Care must be taken to ensure that vehicles do not carry more passengers than there are seats provided; one person, one seat.

- 8.5.1. Where private cars are used to transport children or young people to and from activities/ events the third party insurance of the car owner applies. Due care must be exercised to see that cars do not carry more persons than authorised by the make of the car. Overloading may well invalidate the car insurance and the driver will be personally liable. There can be no claim on the Brigade's insurance policy. All drivers must be reminded that it is their responsibility to ensure that passengers under the age of 14 fully comply with the seatbelt law and that ALL of the terms and conditions of our Child Protection Policy are fully complied with. No passengers may be carried in the rear section of an estate car unless it has been adapted professionally for this purpose. At no time should children or young people be left unattended in the vehicle without supervision.

It is incumbent upon the Captain or relevant leader to satisfy themselves that children or young people will be travelling in a safe manner. It is his/her duty to ensure that young people are only entrusted to competent drivers with roadworthy vehicles, which have sufficient motor insurance for the purpose. It is also essential he/she satisfies him/herself that sufficient transport will be available to avoid overloading.

- 8.5.2. Leaders who are provided with company cars must check with their employer that their insurance allows the driver to use the company car for BB purposes.

## 8.6. Use of Public Transport

- 8.6.1. Wherever use is made of public transport particular pre-planning is vital in order that leaders can pre-empt all possible difficulties. The leader responsible for the trip should ensure there are sufficient leaders after considering the number and age of the children & young people. Leaders need to ensure close supervision at all times. A sense of order must prevail throughout the journey with care taken as a coach or train arrives at, or departs from, its stopping point.
- 8.6.2. On a ship, children or young people should not be allowed to roam unsupervised. All members of the group should have the emergency drill outlined to them, a situation which should also prevail on air flights.
- 8.6.3. Where a coach is being hired, then a reputable company with roadworthy vehicles and licensed drivers should be engaged; the cheapest might not always prove to be the best or the safest in the long run. It is imperative that each passenger on the coach occupies a separate seat at all times.
- 8.6.4. Leaders must remember, as on all outdoor activities with groups of children & young people, that regular 'head-counts' are a must!

## 8.7. Use of Minibuses

### Key Point

Additional supervision will be required in each vehicle when using minibuses.

- 8.7.1. Since the implementation of the Second EU Directive on Driving Licences which came into effect on 1st January 1997, drivers who pass a car driving test must now pass a further test if they wish to drive minibuses with between 9 and 16 passenger seats (Category D1).

- 8.7.2. There are however, two 'concessions' to this rule.

Firstly, drivers who passed their driving test before 1st January 1997 are still permitted to drive minibuses on the strength of their existing D1 entitlement.

- 8.7.3. Secondly, drivers who have passed a car test since 1st January 1997, who comply with the following five conditions will be able to drive a minibus with up to 16 passenger seats without having to obtain category D1.

- the vehicle is used for social purposes by a non-commercial body but not for hire or reward
- the driver is aged twenty-one years or over
- the driver has held a car (category B) licence for at least two years,
- the driver is providing their service on a voluntary basis, and
- the minibus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for

the carriage of disabled passengers, or no more than 4.25 tonnes otherwise. The weights referred to are known as the maximum authorised mass (MAM) which is the maximum permitted weight when the vehicle is fully loaded.

**IMPORTANT!** It is important that you check the weight of the minibus which will be used, as the weight of minibuses will vary from manufacturer and model. In some instances 15 and 17 seater minibuses are over the maximum weight allowed for those who obtained their licence after January 1, 1997. If this is the case drivers who do not have a category D or D1 entitlement would have to apply for this entitlement to be added to their licence by passing the relevant theory and practical tests and completing a medical – even if not for hire or reward.

**8.7.2.** Under either concession, the driver is not permitted to drive the minibus ‘for hire or reward’, which means the driver may not receive any payment or consideration for driving other than “out-of-pocket” expenses. (NB. Hire or reward encompasses any payment in cash or kind by or on behalf of passengers that gives them a right to be carried. Such payment does not have to be made specifically for a journey or by the passenger themselves. This is a very difficult situation to interpret and explain and so if you are in any doubt as to how it may apply to your situation, you should seek legal advice). However if you drive a minibus for an organisation under the Minibus or Community Bus Permit Scheme, you will NOT need a category D1 or D licence even if a charge is made to passengers – please see the section covering Minibus and Community Bus Permits.

**8.7.3.** In general, car licences expire when the driver reaches the age of 70, but drivers with a medically restricted licence may be affected sooner. Entitlements to drive a minibus are not renewed automatically and a separate application needs to be made at each renewal. Drivers must be able to meet the required medical standards in order to keep their entitlement to drive a minibus. This applies equally to those drivers who hold an implied D or D1 category, or PSV licence. Copies of the DVLA fact sheet (INF 40) is available from [www.dvla.gov.uk](http://www.dvla.gov.uk) This covers the renewal of driving licences and identifies medical conditions which may be a bar to driving minibuses.

**8.7.4.** Minibus and Community Bus Permits

- a) Minibus and Community Bus Permits are issued to organisations concerned with education, religion, social welfare, recreation or other activities of benefit to the community. Permits are available from BBUK Headquarters.
- b) Minibus Permits allow certain organisations such as “The Boys’ Brigade” to make a charge without having to comply with the full public service vehicle operator licensing requirements and without the need for their drivers to have PCV (category D1 or D) entitlement. The service must be provided for their own members or for groups of people whom the organisation serves. The service must not be provided to members of the public and the charges made must be on a non-profit basis using unpaid volunteer drivers. Members of the general public can be carried in the minibus.
- c) If you had entitlement to drive cars prior to 1st January 1997 you are still able to drive minibuses under the Permit Schemes, provided your entitlement to drive minibuses (category D1, not for hire or reward) remains in force (see 8.7.3 above).

NB. The Permit arrangements apply only in the UK. You cannot take a permit minibus abroad if it is used for hire or reward unless you hold either PCV, D1 or D entitlement.

## 8.8. Minibus Pre-Drive Safety Checklist

**8.8.1.** The pre-drive check should be done BEFORE EVERY JOURNEY. Walk around the vehicle, including any trailer, and then check the items listed below:

- a) Exterior:
  - oil level;
  - coolant level;
  - windscreen washer fluid level;
  - brake fluid level;
  - windscreen & windows clean and undamaged;
  - lights including brake lights and indicators are clean and working;
  - tyre pressures, including spares – Remember any inner tyres and trailer tyres!
  - tyre tread, including spares and others as above – must be at least 1.6mm; deep throughout and 2.5mm wide across centre  $\frac{3}{4}$ . Any cuts, bulges or other damage?
  - doors open and close properly;
  - trailer brake lights and indicators work;
  - roof rack or trailer is properly fitted and all luggage and load is secured.

- b) Interior:
- mirrors correctly adjusted, clean and unobstructed;
  - position and function of all dashboard controls;
  - position of driving seat so all pedals can be operated comfortably;
  - pressure on brake pedal;
  - windscreen Wipers and washers are working properly;
  - fuel level (and type of fuel);
  - seat belts are undamaged and working properly;
  - location of wheel brace and jack;
  - location and contents of first aid kit and fire extinguisher;
  - location of relevant paperwork, (vehicle permit, MOT etc.);
  - change for parking or telephone (mobile/phonecard);
  - luggage securely stowed, aisles and exits clear.
- c) Brake Checks:
- i) Check brakes before loading passengers. With engine running, check handbrake is working properly and brake pedal is firm when depressed.
  - ii) Conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15mph, check mirrors, and if safe, apply brakes fairly firmly. Brakes should work efficiently, vehicle should not pull to one side or the other, luggage and any other load should remain secure.

**If faults are found that might affect the vehicle's or passengers' safety, the vehicle MUST NOT BE USED until they are remedied.**

**8.8.2.** Drivers must always be aware of their responsibilities whilst undertaking any journey. Whilst most likely problem areas can be dealt with in a common sense way, others may not be so easy and an escort/leader will be required to assist in ensuring that all passengers have a pleasant, uneventful journey. However, the following advice is given to drivers/escorts/leaders:

- Behaviour: Children & young people should act sensibly on or around minibuses. Boisterous and other poor behaviour can be dangerous as it may distract the driver's attention and lead to an incident or accident. Children & young people need to listen to the driver's/leader's instructions and carry them out.
- Contact Details: Make sure that the person responsible for the group has up-to-date information about those in the vehicle, including contact details for emergencies, relevant medical information, special needs etc. It is helpful if parents are asked for any particular difficulties their child has; e.g. travel sickness, if they have been ill on the day of the journey etc.
- Concerns: Report any concerns you may have to the Company Captain or other group leader.

The whole of sections 8.8.1. and 8.8.2. are of the utmost importance if or when your Company uses any minibus and you may find it useful to extract the information and make it available to anyone who is to supervise a trip, especially if it is a company owned minibus when the checks suggested should be included.

**8.8.3.** More comprehensive information about minibuses, particularly for those companies who own their own vehicle etc, is available on the RoSPA web site whose address can be found below.

For further information:

Customer Enquiries (Drivers) Unit, DVLA, Swansea, SA6 7JL  
Tel: 0870 240 0009 Fax: 01792783071 Minicom: 01792 782787  
[www.dvla.gov.uk](http://www.dvla.gov.uk)

The Royal Society for the Prevention of Accidents (RoSPA)  
[www.rospa.com](http://www.rospa.com)

Midas Community Transport  
[www.communitytransport.com/midas/midas](http://www.communitytransport.com/midas/midas)

### 8.9.1. Use of Seatbelts

Regulations came into force in 1997, in respect of all Minibuses and those coaches registered from October 1, 1988. The regulations require forward facing seats with a minimum restraint of a lap belt to be provided for each child (defined as aged three to under sixteen years) when minibuses and coaches are used to take a group of three or more children on an organised trip. The regulations apply to minibuses and coaches, whether or not privately owned or used for hire or reward. A minibus is a motor vehicle constructed or adapted to carry more than eight but not more than 16 seated passengers in addition to the driver. A coach is defined as a type of large bus (i.e. a vehicle constructed or adapted to carry more than 16 seated passengers in addition to the driver) that has a gross weight of more than 7.5 tonnes and a maximum speed exceeding 60 mph. The regulations do not apply to large buses that do not meet the weight or speed criteria of a coach.

8.9.2. From September 2006, with few exceptions, children travelling in cars have been required to use an appropriate child restraint. This includes children being transported in leaders' vehicles to/from BB activities/events. In vehicles where seat belts are fitted, children aged 3 years to 135 cm in height (approx 4ft 5ins) MUST use the appropriate child restraint.

Three exceptions allow these children to travel in the rear of a car and use an adult belt:

- in a taxi, if the right child restraint is not available;
- for an occasional journey over a short distance, if the right child restraint is not available,
- where two occupied child seats in the rear prevent the fitment of a third child seat.

*[Note - children under 12 years in front seats must use the appropriate restraint - that is the law already.]*

"Child restraints" is the collective term in the seat belt wearing legislation for:

- baby seats - rear-facing and for children up to 13 kg (approx age birth to 9-12 months);
- child seats - forward facing and for children 9 kg to 18 kg (approx 9 months to 4 years);
- booster seats - for children 15 kg to 25 kg (approx 4 to 6 years);
- booster cushions - for children 6 years and up.

Further information on child car seats can be found at: <http://www.childcarseats.org.uk/>

8.9.3. Passengers in minibuses, buses and coaches that have seatbelts fitted are required to wear seatbelts, and operators will be required to notify passengers that seat belts must be used.

- The use of booster seats is not a mandatory requirement in minibuses.
- Seat belt wearing is compulsory in mini-buses. The driver is responsible for seat belt wearing by children under 14 years.
- Seated passengers aged 3 years and above will have to use seat belts where they are fitted in the larger buses and coaches. In vehicles over 16 seats, the driver is exempt from this responsibility because they cannot be expected to monitor seat belt wearing and drive safely at the same time.
- The driver or operator will be required to take reasonable steps to remind passengers of the need to wear seat belts including reminding them of this requirement at the beginning of the journey. Alternatively a sign that takes the form of a pictorial symbol (shown below) depicting a white figure on a blue background should be displayed at each passenger seat.





# Camps & Holidays

## 9.1. Camps and Holidays

### Key Point

All camps, holidays and expeditions must be notified to the appropriate Regional HQ.

- 9.1.1. An Officer or Warrant Officer organising a camp or holiday for any age group (of any duration involving at least one overnight) must hold a valid Holiday Leadership qualification. The leader is responsible for seeing that all Brigade Regulations are complied with and that the Church is kept fully informed of arrangements.
- 9.1.2. For canvas camps, at least one Officer or Warrant Officer attending the canvas camp must hold a valid Camp Craft qualification. At all camps and holidays, suitable arrangements must be made for first aid provision and supervision of water and adventure activities.
- 9.1.3. All camps and holidays involving at least one overnight, and for any age group, must be notified to the appropriate Regional Headquarters. The officer in charge of the camp or holiday should ensure that all the necessary regulations and qualifications are met. Copies of the camp and holiday notification cards are available from the appropriate Regional Headquarters.
- 9.1.4. All adults assisting overnight with residential visits, camps or holidays and undertaking some responsibility at the event must be registered with Headquarters. Some forethought should be given to ensure that all those attending who help with the catering, the running of activities, provide first aid cover etc. are registered.
- 9.1.5. These training and notification requirements will help ensure that due account is taken of the welfare and safety of children & young people, that these activities are led by leaders with appropriate qualifications and that the overall standard of camps, holidays and expedition work within the BB is maintained and improved. Leaders should not run a camp or holiday for BB members in the name of their local church in an attempt to get round any Brigade regulations and requirements for the event.

All **adults** assisting **overnight** with residential visits, camps or holidays and undertaking some **responsibility** at the event must be registered with Headquarters



## 9.2. Anchors

Members of Anchors are not permitted to attend overnight events.

## 9.3. Juniors

Members of Juniors may attend organised weekend camps under canvas provided that the programme is suitable for the different age groups. Holidays in a school or church hall etc. are also encouraged. Members of Juniors, in their last year, are permitted to attend a Company Section canvas camp.

## 9.4. Overseas Visits

Where Company, Battalion, District or other Brigade parties intend to visit countries outside of the British Isles, notification must be sent, in every case to Headquarters at least three months before the date of the visit, and approval obtained (see section 8.2.)

## 9.5. Joint Events

Where joint events are held with The Girls' Brigade or other youth organisations, their leaders are expected to fulfil all the requirements of their regulations and requirements in notifying and running the event.

## 9.6. Expeditions

- 9.6.1. All expeditions must be supervised by a leader who holds an Expedition and Outdoor Leadership certificate. Certificates are issued at three levels:
- i) **Basic:** for those who have passed the Theory part of the assessment, allowing them to instruct boys and lead accompanied training expeditions in moderate and familiar terrain and in doing so gain experience.
  - ii) **Standard:** for those supervising and training expeditions within the BB award scheme including Queen's Badge and The Duke of Edinburgh's Award (DofE) Bronze & Silver.
  - iii) **Advanced:** for those supervising and training expeditions to DofE Gold (i.e. in wild country). All those taking responsibility for young people on expeditions must be registered with the Brigade.
- 9.6.2. Following advice given by The Duke of Edinburgh's Award, The Boys' Brigade will adhere to an expedition season from the end of March to the end of October (roughly coinciding with British Summer Time). This does not preclude appropriately led training opportunities and day walks outside these dates. All unaccompanied expeditions in the name of the BB can only take place during this season unless written authorisation is issued.
- 9.6.3. All expeditions must be notified to the respective Regional Headquarters. Companies undertaking expeditions are required to complete a notification form and send it to their Regional Headquarters. Notification should be sent at least two weeks before the expedition. However, in order not to prevent the spontaneity of expeditions in fine weather, cards may be sent immediately before an expedition takes place. The Expedition Notification Form is available from the appropriate Regional Headquarters, alternatively, the form can be completed online via the BBUK Website.
- 9.6.4. A full copy of the route card must be left behind with a responsible person. DofE expeditions held in wild country must be notified to the local DofE Expedition Co-ordinator and to the Regional Brigade DofE Manager.



# Appendices

## A.1. Holiday Leadership Regulations

### Holiday Leadership Scheme

The Holiday Leadership Scheme comprises a Holiday Leadership Certificate and a Camp Craft Certificate for canvas events (but not including overnight expeditions, for which a separate Expedition and Outdoor Leadership qualification is required). The person leading the holiday is referred to as the leader in charge.

### Requirements to Lead a Holiday

- a) The leader in charge must be an officer or warrant officer who has completed Youth Leader Training, holds a valid Holiday Leadership Certificate and has the approval of the Company Captain to take charge of the holiday.
- b) The leader in charge has overall responsibility for ensuring that adequate arrangements are made for the safe management of the holiday.
- c) Notification of the holiday must be sent using the forms provided direct to the appropriate Regional Headquarters as follows:
  - one or two nights duration - at least 14 days in advance;
  - more than two nights - at least four full weeks (28 days) in advance.

The Regional Headquarters will ensure that certificates are appropriate and current.

- d) Where Company, Battalion, District or other Brigade parties intend to visit countries outside the British Isles, notification must be sent in every case to Headquarters at least three months before the date of the visit for approval.





## **Holiday Leadership Certificate Requirements**

To gain the Holiday Leadership Certificate, the leader must:

- a) Be an Officer or Warrant Officer who has completed Youth Leader Training.
- b) Attend a Holiday Leadership training course.

Both of the above requirements must be in place before the officer takes responsibility for leading the holiday.

## **Camp Craft Certificate**

As part of the safe management of the event, the leader in charge is responsible for ensuring that at least one leader attending the camp holds a current Camp Craft Certificate if it is a canvas camp.

### **Camp Craft Certificate Requirements**

To gain the Camp Craft Certificate, the person concerned must:

- a) Be a leader in The Boys' Brigade.
- a) Attend a Camp Craft training course.

## **Duration and Renewal of the Certificates**

The Holiday Leadership / Camp Craft Certificate is valid for a period of 5 years and will be kept "live" by attending at least one holiday / canvas camp within the five-year period and undertaking a responsible role.

Log sheets are available from the appropriate Regional Headquarters for leaders to keep details of camps/holidays they have attended. These should be kept by the individual leader in his or her Training Record file. Applications for five-year extensions should be made to the appropriate Regional Headquarters, by sending in the completed log sheets.

## **A.2. Expedition And Outdoor Leadership Regulations**

### **Requirements to Lead an Expedition**

A leader supervising Expeditions must hold an Expedition and Outdoor Leadership Certificate at the appropriate level. Certificates are valid for five years and are subject to renewal.

### **Expedition and Outdoor Leadership Certificate**

The Certificate in Expedition and Outdoor Leadership for all those who train children & young people in Expedition skills, and/or supervise Expeditions, is set at three levels:

- i) **Basic:** for those who have passed the Theory part of the assessment, allowing them to instruct children & young people and lead accompanied training expeditions in moderate and familiar terrain and in doing so, gain experience.
- ii) **Standard:** for those leaders training and supervising Expeditions within the Brigade's Award Scheme (i.e., up to the Queen's Badge or Silver DofE Award standards).
- iii) **Advanced:** for those leaders training and supervising Expeditions to Gold DofE Award standards (i.e., in wild country).

The Brigade will recognise externally operated training schemes such as the Basic Expedition Leadership Award (BELA) and Mountain Leader training schemes. Locally provided training is also recognised but The Brigade retain the responsibility for assessment of locally trained candidates. To obtain a BB Expedition and Outdoor Leadership Certificate, an application should be made to your Regional Headquarters including copies of externally gained certificates.

A valid First Aid Certificate is required prior to the award of any certificate. It is recommended that these certificates are kept updated at the appropriate times.



### **Expeditions Other than on Foot**

To supervise expeditions other than on foot (e.g., by canoe, yacht, cycle, horseback), leaders should hold a certificate of competence issued by an appropriate association or club, in addition to the Brigade's Expedition and Outdoor Leadership Certificate.

### **Duration and Renewal of the Certificates**

The Expedition Certificates last for a period of five years and will be kept "live" by undertaking the equivalent of one expedition per year. Log sheets are available from the appropriate Regional Headquarters for leaders to keep brief details of their expedition experience. These should be kept by the individual leader in his or her Training Record file. Applications for five-year extensions should be made to the appropriate Regional Headquarters, by sending in the completed log sheets.

## **A.3. Brigade Insurance**

The Brigade has a comprehensive range of insurances in place including public liability, employer's liability and personal accident cover. The insurances provided via the Brigade cover a wide range of activities; the insurance does not include personal property, money or property owned by BB Companies or Battalions for which a separate Unit Scheme is in place. A synopsis of the insurance provided is circulated annually to Company Captains and Battalion Secretaries. The synopsis includes details of the levels of cover provided by the Brigade and the Unit Scheme whereby Companies and Battalions can take out additional insurance to cover personal property, money and equipment.

The Brigade has tried to make the insurance cover as wide as possible in its scope and as automatic as possible within the constraints of reasonable costs. However, Company Captains and those taking responsibility for activities being organised by Battalions and Districts should make sure that attention has been paid to any relevant BB regulations and that all matters relating to safety have been addressed. The safe supervision of activities and any risk assessments that may be deemed appropriate should be undertaken. Our brokers advise us that we should in all circumstances, 'act as if uninsured.' All leaders must ensure that due diligence is given to the safe supervision of all events and activities, and that at all times, proper instruction is given.

In the unfortunate event of an accident, do not accept liability or make any offer or promise of payment. All accidents should be recorded in the accident book (see section 6.). Any accident that requires medical treatment by a doctor, or at a hospital or medical centre should be reported to BBUK Headquarters using the Accident Notification Form (a copy can be found at the back of this handbook).

Where activities are 'bought in' from a specialist provider, i.e. mountain biking, canoeing, archery etc., leaders should make sure that the provider has insurance for Public Liability cover and have sight of their policy certificate, which is usually displayed in their offices or public areas of their premises. If their level of Public Liability cover is less than £2m, Brigade Headquarters should be notified before the activity takes place.

In several recent incidents, leaders and parents have been asked by activity providers to sign insurance waiver forms in case of any accidents or incidents. Under no circumstances should these waivers be signed.

Any enquiries regarding insurance should be directed to Brigade Headquarters in the first instance.

### **Insurance Requirements for Community Service**

The Underwriters of the Brigade Insurance Scheme have informed Headquarters that community service is only covered by the Brigade's insurance where a BB leader supervises the work; this includes community work undertaken for the Queen's Badge or the service element for The Duke of Edinburgh's Award. Where a BB leader does not supervise the work, insurance cover must be provided by the placement agency, i.e. charity shop, residential home, hospital etc. This is usually included in their employer's liability insurance, (which covers both paid and voluntary employment) and their public liability insurance. Most employers have this level of insurance, although some may not be aware of it.

Leaders who are responsible for the community service need to ensure that all necessary arrangements for the safety of BB members are in place before any work takes place. Most placement agencies (charity shops, residential homes, hospitals etc.) will have safe working practices in place for their staff and volunteers. Safety checklists are included in the record books for The Queen's Badge and The Duke of Edinburgh's Award; these should be completed prior to the start of the community service work.

If you are unsure of what might be required or have any queries about these procedures, please contact your Regional Headquarters. The checklists can be downloaded from the BBUK website

# ANNUAL CONSENT FORM



BOY'S NAME IN CAPITALS
------------------------

**PART A** (To be completed by The Boys' Brigade)

Company: \_\_\_\_\_

Officer in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

It is advised that parents/guardians make a note of the above details.

**PART B** (To be completed by the \*Parent/Guardian) \* please delete as appropriate

Full name of member: \_\_\_\_\_

Date of birth: \_\_\_\_\_

**PERMISSION**

I give my permission for \_\_\_\_\_ (child's name) to attend and take part in the activities of the company. **A list of usual company activities is listed on the back of this form.**

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICAL DETAILS**

Name and Address of young person's Doctor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

National Health Service Number: \_\_\_\_\_

Details of any medical condition or allergies leaders should be aware of (including any medication needed whilst at BB)?

\_\_\_\_\_  
\_\_\_\_\_

**PARENT/GUARDIAN CONTACT DETAILS**

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (mobile) \_\_\_\_\_ Email: \_\_\_\_\_

**ALTERNATIVE CONTACT DETAILS**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship to you (if any) \_\_\_\_\_

**SPECIAL NEEDS**

Please give details of any particular needs your child has to enable them to participate in BB activities:

\_\_\_\_\_  
\_\_\_\_\_

**PHOTOGRAPHS**

Photographs of activities may be used for publicity purposes (e.g. Newsletter, Local Press, BB Website, etc). If you would prefer your child not be included in such photographs tick the following box:

The Boys' Brigade is registered under the Data Protection Acts. Any parent may request a copy of relevant information held by the Company and enquiries should be directed to BB Headquarters.

**Usual Company activities include the following:**

*(To be completed by the Company)*

# SPECIAL EVENT/ACTIVITY CONSENT FORM



BOY'S NAME IN CAPITALS

## **PART A** (To be completed by The Boys' Brigade)

Company/Battalion/District: \_\_\_\_\_

Activity or Event: \_\_\_\_\_

Venue: \_\_\_\_\_

Dates: \_\_\_\_\_

Officer in Charge: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

It is advised that parents/guardians make a note of the above details.

## **PART B** (To be completed by the Parent/Guardian)

Full name of member: \_\_\_\_\_

Date of birth: \_\_\_\_\_

### **PERMISSION**

I give my permission for \_\_\_\_\_ (child's name) to attend and take part in the activities or event named in Part A (***A list of activities to be undertaken during the event can be found on the back of this form.***). I understand that in the event of any illness or accident, every effort will be made to contact me, but if this is not possible, I authorise any Leader to sign on my behalf, any written form of consent required by medical authorities.

### **MEDICAL DETAILS**

Name and address of young person's Doctor: \_\_\_\_\_

\_\_\_\_\_ Doctor's Telephone Number: \_\_\_\_\_

National Health Service Number: \_\_\_\_\_

Details of any **infectious disease** with which there has been contact within the last three weeks:

Details of **medicine/diet/treatment** which is being taken/followed (*including any medication needed whilst at the event/activity*): \_\_\_\_\_

Details of **known allergies/sensitivities** (e.g. penicillin): \_\_\_\_\_

My child **has/has not\*** been immunised against tetanus within the last five years. (\*Delete as appropriate)

### **PARENT/GUARDIAN CONTACT DETAILS (for use during the event/activity)**

Address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (mobile) \_\_\_\_\_

Alternative Contact (name and telephone): \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_

### **PHOTOGRAPHS**

Photographs of activities may be used for publicity purposes (e.g. Newsletter, Local Press, BB Website, etc). If you would prefer your child not be included in such photographs tick the following box:

The Boys' Brigade is registered under the Data Protection Acts. Any parent may request a copy of relevant information held by the Company/Battalion/District and enquiries should be directed to BB Headquarters.



**Activities to be undertaken during the event include:**

*(To be completed by the Officer in Charge)*



# Camp / Holiday / Residential Notification

FORM CHN - March 2007

This form **MUST** be completed for all Camps / Holidays / Residential's and returned to the appropriate regional headquarters as follows:

- one or more nights duration - at least **14 days in advance**;
- more than two nights - at least **four weeks (28 days) in advance**.
- for international visits - at least **3 months in advance**.

**Please Note:** It is a requirement that the Officer leading a camp or holiday of any duration, involving at least one overnight stay, must hold a valid Holiday Leadership Certificate.

Confirmation of receipt of this notification will be sent to the Officer listed below as leading the Camp / Holiday / Residential.

## Company / Battalion / District Details

Camp / Holiday is being run by:  Company  Joint Company  Battalion  District

Company(ies) or Battalion or District taking part:

Camp / Holiday is being run for:  Junior Section  Company Section  Seniors  Amicus

## Camp / Holiday / Residential Location Details

Location Name:

Location Telephone:

Location Address (including full postcode if known):

  
  

Grid Reference (if known) & any other details:

## Camp / Holiday / Residential Details

Type of Camp / Holiday:  Canvas Camp  Indoor  Abroad

Date from:

Date to:

Number of Nights:

Number of Leaders:

Male:

Female:

Number of Young People:

Male:

Female:

## Leader Details

Name of Officer leading Camp / Holiday (MUST hold a Holiday Leadership Certificate):

Leader Registration Number:

Email Address:

**Note:** Confirmation of receipt of this notification will be sent to the Officer listed as leading the Camp / Holiday / Residential.

Name of Leader holding Camp Craft Certificate (Applicable to Canvas Camps only):

Leader Registration Number:

## Approval

ALL Camps / Holiday **MUST** have the approval of the Company Captain (for Company) or Secretary (for Battalion/District).

I confirm:

- that the above information is correct and that any changes will be notified to the appropriate Regional Headquarters.
- that **all adults assisting with the above Camp / Holiday are registered with Brigade Headquarters**.
- that arrangements are in place for First Aid provision and supervision of water and adventure activities.

Signed by Company Captain or Battalion/District Secretary:

Name:

Date:

**THIS FORM MUST BE SENT TO YOUR REGIONAL HEADQUARTERS**



# RISK ASSESSMENT FORM FOR VISITS, HOLIDAYS & ACTIVITIES

**PART A (To be completed before event)**

**Visit/Holiday/Activity:** \_\_\_\_\_

**Venue (address):** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Age Group(s):**  Anchor Section  Junior Section  Company Section  Seniors  Amicus

**Number of children/young people:** \_\_\_\_\_ **Number of leaders:** \_\_\_\_\_

**Possible Hazards:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continue on additional sheet if necessary)

**Precautions Taken:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continue on additional sheet if necessary)

	Yes	No	Initial/Date
Are Current Brigade Regulations being met (see Safety Handbook)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has the Regional Headquarters been notified of holiday/expedition (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has the local Fire Brigade been made aware of the holiday venue (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does Brigade Insurance Policy provide sufficient cover for the activity?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have Parental Consent Forms been completed for <b>any</b> overnight OR hazardous activity?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is First Aid provision in place (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	_____

(Please initial and date when each condition is satisfied)

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position** \_\_\_\_\_

**PART B (To be completed after event)**

Review Notes: \_\_\_\_\_

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**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position** \_\_\_\_\_





## ACCIDENT NOTIFICATION FORM

### COMPANY DETAILS

Company Name: \_\_\_\_\_

Name and Address of Captain: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### MEMBER DETAILS

Name (of member suffering injury): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/guardian Name & Telephone Number (if applicable): \_\_\_\_\_

### ACCIDENT DETAILS

Date/Time: \_\_\_\_\_ Place/location: \_\_\_\_\_

Details of accident: \_\_\_\_\_

Details of injury: \_\_\_\_\_

Details of any treatment given: \_\_\_\_\_

Witness's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Was the activity in which the injury occurred supervised? \_\_\_\_\_

Name and Address of person(s) supervising: \_\_\_\_\_

### ACCIDENT AT CAMP/HOLIDAY

Name of leader holding a valid Camp and Holiday Leadership Certificate: \_\_\_\_\_

Leader Registration Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Captain's signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**A copy must be sent to Brigade Headquarters, Felden Lodge, Felden, Hemel Hempstead, Herts, HP3 0BL**

All communications will normally be channelled through the Captain.



# Overseas Trip Notification

FORM OSN - October 2009

This form **MUST** be completed for all Overseas Trips and returned to BB Headquarters at least **3 months in advance**.

Confirmation of receipt of this notification will be sent to the leader listed below as leading the Overseas Trip.

## Company / Battalion / District Details

Overseas Trip is being run by:  Company  Joint Company  Battalion  District

Company(ies) or Battalion or District taking part:

Camp / Holiday is being run for:  Company Section  Seniors  Amicus  Girls' Association

## Location / Accommodation Details

Country:

Town/Area:

Accommodation Address (main place of stay):

  
  

Location Telephone (including international code):

## Trip Details

Type of Camp / Holiday:  Camping  Indoor Self Catering / Hostel  Hotel

Date from:

Date to:

Number of Nights:

Is this an exchange trip:  No  Yes - specify with whom:

Is the trip run by a UK holiday company (e.g. PGL/Jeka/JCA):  No  Yes - specify with whom:

**Number of Leaders** (registered with BB Headquarters):

**Number of Young People**

**Number of NON members:**

Male:

Female:

Male:

Female:

## Travel Details

Mode of travel (tick all that apply):  Coach  Minibus  Air (Plane)  Sea (Ferry)  Train

Details of operator(s):  
(outgoing & incoming  
including name of Operator  
and day/time of travel)

## Travel Insurance

A travel insurance policy (inc. Medical, baggage, money, etc) has been taken out through:  **BB Insurers**  **Other Insurer - please provide details below:**

### Liability Insurance

If you are you planning to undertake any of the following activities additional insurance will be required:

Canoeing No  Yes   
Winter Sports No  Yes   
Rock Climbing No  Yes   
Abseiling No  Yes   
White Water Rafting No  Yes   
Other Hazardous Activities No  Yes

If yes, please provide details:

Details of liability insurance:  
(Name of Insurer & Policy Number)

Details of travel insurance:  
(Name of Insurer & Policy Number)

**All travel insurance can be provided through Brigade Insurers.**  
Towergate on 01732 742590 or boys.brigade@towergate.co.uk

## Passport

- Do all those going on this trip have their own individual UK passport?  Yes  No
- Does anyone going on this trip require a visa to travel?  Yes  No
- Will a collective passport be used?  Yes  No
- Do you require a letter of support for your application for a collective passport?  Yes  No

## Programme / Planning

Attach a copy of your programme for the trip to this notification form.

Purpose / Aim of the overseas trip:

Has a visit been made to the location in planning the trip?  Yes  No

How many leaders have escorted groups of young abroad before?

Cost of trip per head:

## Leader in Charge

Name of Leader (MUST hold a Holiday Leadership Certificate):

Leader Registration Number:

Address:  
(including postcode)

Email Address:

Telephone:

Mobile Telephone Number:

Name of Leader holding Camp Craft Certificate (Applicable to Canvas Camps only):

Leader Registration Number:

## Company / Battalion / District Approval

ALL Overseas Trips MUST have the approval of the Company Captain (for Company) or Secretary (for Battalion/District).

- I confirm:
- that the above information is correct and that any changes will be notified to the appropriate Regional Headquarters.
  - that **all adults assisting with the above trip are registered with Brigade Headquarters.**
  - that arrangements are in place for First Aid provision and supervision of water and adventure activities.
  - that all regulations as set out in the Safety Handbook (latest edition) are being followed.
  - additional insurance for travel abroad is in place for all those travelling with the group.
  - that a copy of the programme for the trip is attached/enclosed.

Signed by Company Captain or Battalion/District Secretary:

Name:

Date:

D	D	M	M	Y	Y
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## Church Approval

Church Name:

The above mentioned church approve of the trip and its leadership, and accept responsibility for the financial commitments involved.

Signed by Minister or Church Official:

Date:

D	D	M	M	Y	Y
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Name:

Position:

THIS FORM MUST BE SENT TO BB HEADQUARTERS as below:

Overseas Trip Notification, The Boys' Brigade, Felden Lodge, Hemel Hempstead, Herts, HP3 0BL

The Boys' Brigade  
Felden Lodge,  
Hemel Hempstead,  
Hertfordshire, HP3 0BL.  
Tel: 01442 231681  
Email: [enquiries@boys-brigade.org.uk](mailto:enquiries@boys-brigade.org.uk)

[www.boys-brigade.org.uk](http://www.boys-brigade.org.uk)