



CLCGB

Fun, Faith & Friendship...

# The Church Lads' & Church Girls' Brigade

## Expeditions, Camps, Holidays & Sleepovers Policy

December 2022



## 1. Introduction

The following regulations cover Brigade expeditions, camps, holidays and sleepovers under canvas and all other settings used, including schools, hostels, outdoor pursuit centres, log cabins, Church halls, etc.

## 2. All expeditions, camps, holidays and sleepovers must have an Officer in Command who holds the relevant Taking Groups Away Leadership Qualification.

- One night away with under 8's TGA (sleepover) □
- Holidays not under canvas over 8's (TGA 1) □
- Camps under canvas (TGA 2).
- Expeditions Supervisor (TGA-E).

## 3. The following details of an expedition, camp, holiday or sleepover must be received by NHQ at least 3 weeks before the event via the CP3 form (Application for permission to run a camp, holiday or sleepover) or CP?? (Application for permission to run a DofE Expedition)

- Location
- Dates
- Names of leaders and job roles
- Names of all attendees
- Dry and wet weather programmes
- Risk assessment for the camp or holiday (templates are available on the web-site)

## 4. The recommended ratios of adult leaders to children on a camp or holiday are:

- **Indoor accommodation** ○ Martins and Y Team under 8's – 1 adult to 4 children ○ Y Team - 1 adult to 6 children.
- **Under canvas** ○ Y-Team - 1 adult to 4 children ○ JTC - 1 adult to 8 children ○ SC - 1 adult to 10 young people.

If the event is self-catering, the kitchen staff **must** be extra to the adult/children ratios. There must always be 2 adults present and if the group is mixed there must always be at least one female adult leader.

## 5. A pre-requisite for a young person to attend a camp, holiday or sleepover is a completed parents'/ guardians' consent form (GD1) and an up to date health form (CP2).

## 6. The person in charge of catering at a camp, holiday or sleepover **must** hold a Basic Food Hygiene Certificate or equivalent qualification.

## 7. At all camps, holidays and sleepovers there must be a named qualified First Aider available, BMS must show that the person named has an up-to-date a first aid qualification.

## 8. A First Aid at Work Certificate **does not** cover the holder to administer First Aid to children unless an appropriate add-on module is completed within 6 months of the original course.



9. Where the first aider is male he must be accompanied by a female at all times when treating a female. It is advisable to have more than one named first aider on a camp, holiday or sleepover.
10. To ensure Safeguarding issues are dealt with in the correct manner and procedure there should be a designated Officer for the camp, holiday or sleepover. This Officer will be responsible for receiving information from other leaders with regard to any type of safeguarding issue, recording the issue and then be responsible for passing on this information on to the next stage. This Officer will have pre-arranged who they will pass the information of the issue onto, taking into account where they are staying and who will be available either at NHQ or parish/diocese. It will still be reportable to the police and/or social services if the issue is serious. This person will be named on the TGA form application to NHQ.
11. All over 18's attending a camp, holiday or sleepover must hold a valid DBS certificate and have completed Safeguarding training.
12. The Officer in Charge **must** arrange the home contact procedure for being on camp, holiday or sleepover. This person will be named on the TGA form application to NHQ.
13. All camps and holidays lasting longer than 3 nights must be inspected by a person who has a good working knowledge of running a camp or holiday for young people. Where it is not possible for a camp or holiday to be inspected by a CLCGB Officer, a representative from another organisation (e.g. Scouts, Guides, The Boys' Brigade, etc.) who is responsible for inspecting their camps in the area concerned should be approached. The Camp Inspector must be independent of the company and campsite or residential setting and must complete an Inspection Report for Camps and Holidays (Form CP4).
14. All activities must be properly supervised by competent staff and in the case of hazardous activities by appropriately qualified instructors. All qualifications **must** be checked by the OIC to ensure they are current. Any activities out of the normal must be notified to NHQ for approval from the insurance company.
15. Groups of Martins and under 8's Y Team are permitted to attend any event with an overnight stay with the following proviso's, ratios adults to children are separate to the main group, they are staying in a building and do not sleep directly on the floor.
16. If there is any child within the company that is in care or who is recoded as a child in need or under a protection plan; then the local social services will need to be informed that the child will be away from home base to be compliant with the 1989 Children's Act with the 2004 amendment. This can be arranged with or through the guardian of the child.
17. Any document received from Social Services giving permission can accompany the TGA form to NHQ.
18. Martins and Y Team members under the age of 8 may attend family camps under the supervision and control of their parent(s)/carer(s), or a responsible adult nominated by them. The nominated adult takes responsibility for the young person and must not be a member of the camp leadership team. A parent/carers permission form must be completed beforehand.



19. Y Team members who are age 8 and over may attend a camp under canvas, providing the activities are appropriate for that age group. Suitable alternative accommodation must be available within reasonable distance for use in the event of adverse weather conditions.
20. On camps, holidays and sleepovers for Y Team members involving two or more companies there must be adult leaders from each company involved.
21. On a camp, holiday or sleepover, Christian worship should be part of each day's programme.
22. As with all other Brigade activities, camps, holidays and sleepovers should be arranged in consultation with the Company Chaplain.

