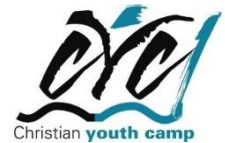


North East of Scotland Christian Youth Camps



Child Protection Policy

Revision	Date	Comments
Draft 01	January 2005	First draft.
Issue 01	March 2005	Incorporating comments & suggestions from NECYC Committee.
Issue 02	February 2006	Section 13 - Clause added re Campers unable to attend activities. Section 17 - Clarification on types of counselling.
Issue 03	May 2007	Revised to include observations from recent Leaders Training Evenings and Committee meetings. Also minor revisions to some sections to ensure accurate cross referencing to updated NECYC Leaders Handbook.
Issue 04	January 2008	Assistant Leader changed to Leader's Assistant. Also reference to Services Personnel removed from Section 2.8.
Issue 05	November 2009	Section 10 - Guidelines to Discipline amended and appendix added. Section 21 - 6 months reduced to 90 days.
Issue 06	May 2015	Section 2 - Details of Disclosure scheme updated to PVG scheme. Section 9 - Sections on use of social media and official promotion of NECYC added. Section 10 - Social Media section added. Subsequent sections renumbered. Section 16 - Statement added to clarify issues of confidentiality.
Issue 07	June 2019	Terminology: "Padre" updated to "Bible Teacher" throughout. Section 1 - Child Protection Coordinator added to list of office bearers. Minor change to wording regarding leaders confirming they will read the policy. Section 2 - Amended to include requirement for Bible Teachers to join the PVG Scheme. Section 5 - Minor change to wording of last sentence. Section 7 - Sentence added re avoiding one leader being alone with one camper. Section 8 - Minor change to wording to reflect online application process. Section 15 - Guidelines on Physical Contact amended. Section 19 - Amendments to procedures for dispensing medication, record keeping and checks on ill campers. Section 24 - Amendments to procedure for record keeping.
Issue 08	February 2022	Section 17 - Changes to numbers of leaders required.
Issue 09	July 2022	Section 2 - Service Personnel added to Junior Camp 17 years old age requirement Section 17 - Change 'unforeseen' circumstances for transport.

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1. INTRODUCTION

"North East of Scotland Christian Youth Camps" (NECYC) is an organisation which was established in the early 1950's to provide the opportunity for children and young people to go on holiday together in a Christian environment. Such holidays are referred to as Camps. The adults who run the organisation are Christians, many of whom are drawn from churches traditionally known as "Christian Brethren". All are committed to achieving the primary objectives of NECYC, which are:

- Providing Camps for children and young people (ie Campers).
- Planning, financing and implementing a wide range of appropriate activities at Camps.
- Teaching the Christian faith to all Campers.
- Supporting Campers who are already Christians, in the development of their faith.

The principal mechanism by which these objectives are achieved is at annually organised Junior and Senior Camps normally held at Faskally House, Pitlochry. A Committee comprising male and female members oversees the organisation, and meets regularly, with minutes being retained of all Committee meetings.

NECYC has four Office Bearers, namely Chairman, Secretary, Treasurer and Child Protection Coordinator. There is an additional named role of Deputy Child Protection Coordinator. Additionally, the Committee also comprises a number of Ordinary Members.

NECYC need to ensure that suitable provisions for the safety of Campers have been put in place, and have therefore developed and adopted this Child Protection Policy. The overall responsibility for making provision for the safety of Campers lies with the Committee which has approved this Policy. However, the implementation of the Policy will primarily affect those who work with the Campers (ie Leaders). The term "Leader" throughout this Policy refers to all those involved in Camps, and will include, but not be limited to, Officers in Charge, Bible Teachers, Commies, Adjies, Leaders, Leader's Assistants, Services Coordinators and Services Personnel.

NECYC also need to ensure that all Leaders are appropriately trained and equipped for Camps, and have therefore produced a Leaders Handbook. In addition, training events are regularly organised.

This Policy has been prepared to ensure that:

- Campers are listened to, cared for, and kept safe at all times.
- Parents and guardians are assured.
- Leaders are trained, supported, encouraged and protected.

To satisfy these objectives, all Leaders must:

- Confirm (on applying to be a Leader) that they will read the Policy.
- Implement the Policy decisively and without delay.

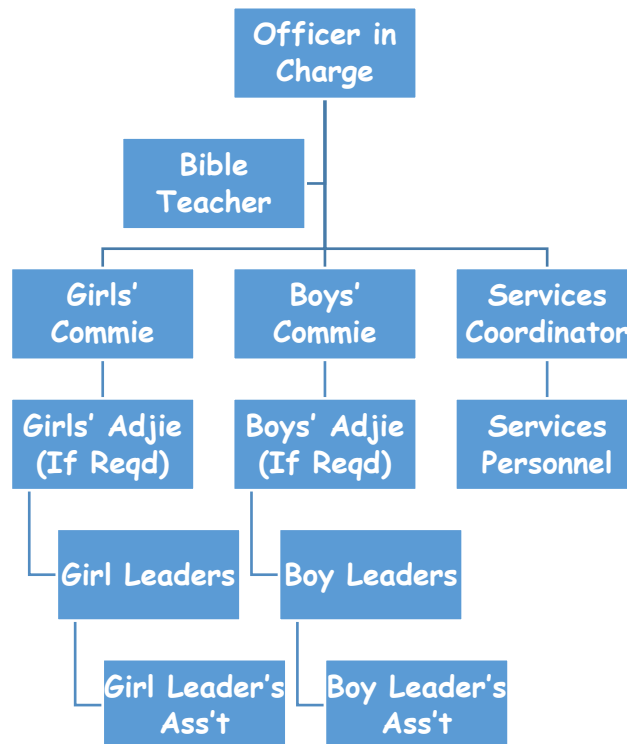
This Policy will apply to all events organised by NECYC, these generally being:

- Junior weekend Camp.
- Senior weekend Camp.
- Junior week summer Camp.
- Senior week summer Camp.

Events are run at different times in the academic year so qualifying ages vary slightly, but generally Junior Camp is for primary school children (P4 and upwards), and Senior Camp is for secondary school children up to and including 17 years of age.

The following organigram shows the reporting lines at Camp.

Camp Organigram



Job descriptions have been compiled for all the above positions and are included in NECYC's Leaders Handbook.

2. CHILD PROTECTION

"NECYC has a deep concern for the welfare of each individual who is involved in Camps, regardless of their age. NECYC is particularly committed to the safety and protection of Campers, and it is the responsibility of all Leaders to prevent their abuse, whether physical, emotional, sexual, or through neglect."

1. NECYC has adopted the above Statement in setting out its Policy on safeguarding the welfare of all Campers attending Camp. This Policy would normally apply to all children and young people under the age of sixteen, but given that some Campers are sixteen and seventeen, it will apply to all Campers, irrespective of age.

2. NECYC will ensure that Camps are adequately staffed and managed, and that each Leader has a clear understanding of the role he or she is expected to carry out. NECYC will also ensure that Camps are planned so as to reduce to the lowest practicable level, those situations where it may be possible for Campers to be abused. This Policy provides guidance by which this will be achieved.
3. NECYC has appointed a Child Protection Coordinator (Coordinator) and a Deputy Child Protection Coordinator (Deputy Coordinator). Their names and contact details are available from the NECYC Secretary.

The Coordinator's role in the event of a case of alleged abuse coming to light at Camp will be to ensure that the guidelines set out in this Policy are strictly adhered to in a timely manner. The more positive role of the Coordinator will focus on protection procedures which will be to:

- Promote the protection of Campers from abuse.
- Advise on, and facilitate, training opportunities for Leaders.
- Facilitate such vetting procedures as may be required in respect of would-be Leaders.
- Be available to Leaders and other adults who may wish to express concerns relating to persons or procedures.
- Monitor on behalf of NECYC the continued implementation of the Policy.

The roles of the Coordinator and Deputy Coordinator are clearly ones of responsibility, and should be occupied by individuals of competence, maturity and experience, who attract the respect and trust of others.

4. Any Leader who has a concern about the welfare of a Camper, or the actions of another Leader, shall report it in the first instance to the Officer in Charge. If they are unable to do so, or if suspicions involve the Officer in Charge, they shall contact the Coordinator (or Deputy Coordinator in the event of absence or involvement of the Coordinator). Full details of this reporting process are contained in section "Child Abuse".
5. If at any time, a Leader's ability and commitment to prevent abuse of Campers is suspect, the Coordinator and Deputy Coordinator will carry out a thorough assessment in a timely and confidential manner. If the Leader is deemed unsuitable on that basis, he or she will not be permitted to continue to be involved with NECYC.

6. NECYC will ensure that all those who wish to be a Leader take part in an appointment procedure, which will include the completion of an application form, and the provision of two appropriate references. The main purpose of this procedure is to explore the would-be Leader's experience and suitability of working with Campers, and to match that experience with the requirements of Camp. Prospective leaders will be enrolled in the PVG (Protection of Vulnerable Groups) Scheme. This means that a check will be carried out by Disclosure Scotland to ascertain if the applicant is barred from regulated work with children. If the individual is not barred from this work, he/she will become a member of the PVG scheme, and a scheme record will be issued detailing any other vetting information, including convictions and alternatives to prosecution; cautions; prescribed court orders & sex offender notification requirements, and any other relevant information. Each individual's PVG Scheme membership and vetting information is kept up to date by Disclosure Scotland. Any new vetting information that comes to light about a PVG Scheme member is assessed by Disclosure Scotland. If the information suggests that the PVG Scheme member may have become unsuitable to do regulated work with children, he/she will be placed under consideration for listing as barred from carrying out regulated work with children. If a PVG Scheme member is placed under consideration for listing or barred, the individual and any organisations with an interest in the individual (in this case, NECYC) will be notified.

The introduction of the PVG Scheme removed the requirement for periodic Disclosure checks on existing leaders. Other methods of monitoring the suitability of existing leaders on an ongoing basis (which supplement PVG Scheme membership) may include, but are not limited to, ongoing training and support, and taking up references periodically from credible referees who can vouch for the applicant's suitability.

The Coordinator will be responsible for the retention of all documentation, which shall be treated as highly confidential. In this context, reference should be made to section "Secure Handling of Disclosure Information".

Note: The only exception to the above appointment procedure is in the case of a Bible Teacher who is invited by the Committee to conduct the Biblical teaching at Camp. He will have an aptitude to teach, particularly to those within the Camp age groups, and will normally be involved in this type of work elsewhere. He will either have been recommended to the Committee, at least by word of mouth, or will be known by a Committee member(s). Due to this invitation process, references will not be mandatory. However, if the Bible

Teacher offers to provide references, this will be implemented. The Bible Teacher will, however, be required to join the PVG Scheme, and will be issued with a copy of the Child Protection Policy and Leaders Handbook.

7. All Leaders will be conversant with the steps to be taken if a Camper discloses details of abuse to them, or if they suspect that abuse may have taken place. These guidelines are contained in section "Child Abuse".
8. All Leaders will be at least 18 years of age apart from Leader's Assistants and Service Personnel attending Junior Camp who will be at least 17 years of age.

3. CHILD ABUSE

Whilst NECYC do not expect child abuse to occur, nor would actively look for it, it is important to ensure that any allegations are taken seriously. Child abuse is a term which covers a wide range of things, and tends to be divided into 4 main areas, which often overlap:

1. Physical abuse, where children's bodies are hurt or injured.
2. Emotional abuse, where children do not receive love and affection, may be frightened by threats (verbal or otherwise), are subjected to racial or religious abuse, or are given responsibilities beyond their years.
3. Sexual abuse, where adults use children to satisfy their sexual desires. Children themselves can also sexually abuse other children.
4. Neglect, where adults persistently and severely fail to care for children and don't protect them from danger, leading to serious impairment of a child's health and development.

There are several ways whereby a Leader might suspect that child abuse has occurred. For example, he or she may suspect or identify a case of abuse themselves, or they may receive an allegation against someone. Their first priority must be in the interests of the Camper, whose protection must take precedence over any concern they have regarding the person who might be involved. Whatever the circumstances, the following shall be adhered to:

1. Report the matter as soon as possible to the Officer in Charge. If they are unable to do so, or if suspicions involve the Officer in Charge, they shall contact the Coordinator (or Deputy Coordinator in the event of absence or involvement of the Coordinator).
2. Complete Part 1 of the Reporting of Abuse Form (see appendix).

3. Subject to (1) above, the Officer in Charge will discuss the matter with the Coordinator and together form a judgement as to how to proceed. After full consideration of all the circumstances, they will agree the actions, and complete Part 2 of the Reporting of Abuse Form (see appendix).
4. If the accusation concerns a Leader, he or she may be requested to withdraw from Camp whilst the matter is fully investigated.
5. In cases of serious abuse, it may be necessary to take immediate action in informing the appropriate authorities.

4. BULLYING

Bullying can take many different forms, all of them being wrong and unacceptable. Any Camper who is being bullied will feel unable to stop it happening. It may be carried out by a group of Campers, or by one Camper, and may involve hitting, kicking, threats, name-calling, or less obvious ways such as ignoring or excluding a Camper.

Bullying in any form must not be permitted at Camp. Any Leader who suspects bullying, should aim to deal with the situation promptly. If, however, the situation cannot be resolved, the Leader shall report the matter (in the same way as they would report a suspected child abuse matter) to the Officer in Charge (see section "Child Abuse").

5. PARENTAL/GUARDIAN CONSENT

A parent or guardian for every Camper attending Camp shall complete the Parental/Guardian Consent Section of the Camper's Application Form. Apart from giving consent for the Camper to attend Camp, this Form also allows the parent or guardian to provide important details about the Camper such as medical issues, medication, special dietary requirements, emergency contact details, etc. Additionally, the parent or guardian will be given the opportunity to either permit or prohibit photographs being taken of their child at Camp. Relevant information from completed forms will be retained by the Commies during Camp.

6. "LOCO PARENTIS"

All Leaders can be considered as being in "loco parentis". Although the law does not define the meaning of being in "loco parentis", the courts have generally interpreted it as giving the Leader delegated authority to act as a "wise and responsible" parent or guardian would. This gives the Leader the right to tell the Camper what to do, or what not to do, with the same authority as a parent or guardian. Leaders who are in "loco parentis" cannot be held responsible for any crime committed by a Camper, or any injury sustained by a Camper, providing that the Leader has taken reasonable precautions against foreseeable events.

7. LEADER TO CAMPER RATIOS

The Officer in Charge is responsible for ensuring that there is adequate supervision at Camp as required by current legislation. This clearly varies depending on age groups and the activities undertaken. However, NECYC's minimum recommended level will be 1 Leader to every 6 Campers. This ratio will not apply during actual transportation by coach or minibus, full details of which are included in section "Transportation". Care should be taken to ensure that situations do not arise where one leader is on their own with one camper.

8. LEADER'S CODE OF PRACTICE

NECYC have produced a "Statement of Faith" which lists the Christian beliefs and ordinances from the Bible. This is reproduced in the Leader's Application Form, and all Leaders must confirm that they have read and agree with the "Statement of Faith". As well as these Christian principles which all Leaders must adhere to, there are also legal and moral principles which are of the utmost importance. These are collectively termed the "Leader's Code of Practice" and all Leaders must adhere to these also as follows:

AS LEADERS, YOU MUST:

- Recognise your own power, influence, values and beliefs, and ensure these are in line with the law and the clear teaching of the Bible
- Recognise your own power and influence and not use these for personal gain or to the detriment of others
- Treat everyone with respect
- Always act in an impartial manner

- Provide an example you would wish others to follow
- Develop a positive and supportive relationship with Campers which will enable their development
- Avoid situations and actions that could lead to allegations of misconduct
- Plan activities which involve, or are within sight or hearing of, more than one other Leader or Camper
- Respect a Camper's right to personal privacy
- Comply with all Camp rules
- Comply with all rules laid down by Faskally House Management
- Comply with rules for sleeping arrangements
- Encourage an atmosphere where Campers feel comfortable to express views or concerns they may have
- Avoid physical horseplay such as wrestling or tickling
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Recognise that special caution is required even in sensitive moments of counselling
- Always respect Campers for who they are regardless of what they do
- Maintain appropriate confidentiality at Camp and also outwith Camp

AS LEADERS, YOU MUST NOT:

- Smack or hit a Camper
- Use language that belittles Campers
- Act in a discriminatory manner
- Permit any bullying or other peer-abusive activities such as initiation ceremonies
- Have any inappropriate physical or verbal contact with others
- Jump to conclusions about others without checking facts
- Allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- Show favouritism
- Make suggestive remarks or gestures
- Rely on just your good name to protect you
- Believe "it could never happen to me"

9. PHOTOGRAPHY

As part of the Camper's Application Form, parents or guardians will be given the opportunity to either permit or prohibit photographs being taken of their child at Camp. Additionally, NECYC will adhere to the following guidelines:

Irrespective of permission having been granted by a parent or guardian, should circumstances arise that a Camper does not wish to have his or her photograph taken, then such a request must be upheld.

Historically, photographs (particularly videos) of Campers have been taken to compile the "Camp Film". This is used publicly at "Camp Reunions" and the like, to reminisce on previous Camps and also to promote future Camps. Most Campers will be aware of the "Camp Film", but any new Campers who are unaware of it should have it fully explained to them if they so wish.

When using photographs of Campers on the NECYC website, it is preferable to use group pictures. In such photographs, Campers should not be identified by name or other personal details such as email/postal addresses, or telephone/fax numbers.

Leaders are not permitted to post photos or videos of NECYC camps on personal social media. Please refer to Section 10, Social Media, for further details.

Images and video footage will only be used for the purposes of promoting the camps under the banner of NECYC. Promotional material will be made available by NECYC for leaders to use in the promotion of NECYC. This may include a NECYC website, NECYC promotional video or official NECYC social media pages.

10. SOCIAL MEDIA

Social media includes, but is not limited to, platforms such as Facebook, Twitter, YouTube, Instagram and Pinterest. NECYC has adopted the following policy on use of social media:

In order to ensure maintenance of appropriate boundaries, leaders should not accept "Friend Requests" from campers whom they have met through camp, and leaders should not send "Friend Requests" to campers whom they have met through camp.

Leaders are not permitted to post photos or videos of NECYC camps on personal social media.

In all other use of social media, leaders should ensure that they adhere to the Terms and Conditions of the relevant social media platform.

11. GUIDELINES FOR DISCIPLINE

Good discipline is fundamental to the success of Camp. In order to achieve this, Leaders should aim to maintain effective control at all times in a kind yet firm manner by observing the following guidelines:

- Working on each Camper's positives, not comparing them to others, and offering encouragement as appropriate.
- Avoiding partiality or preferences.
- Building healthy relationships with Campers and being good role models, always setting a good example. (Leaders can't expect Campers to observe ground rules if Leaders break them themselves!)
- Taking care to give quieter/well-behaved Campers adequate attention and not allowing louder/less well-behaved Campers to take up all their time and energy.
- Being consistent in what they say, and ensuring that others know exactly what has been said, thus avoiding manipulation.
- Looking honestly at the programme of events and activities. (If Campers are bored, they may well misbehave!)
- Laying down ground rules, eg showing respect for property, no swearing, bullying or racism, etc. Also making sure Campers understand what action will be taken if ground rules are broken.
- Being pro-active and encouraging other Leaders to be pro-active also.

Despite the above approach, from time to time, problems are encountered with Campers who go beyond the fun and high spirits normally associated with Camp. These situations inevitably cause problems with other Campers and amongst Leaders and should be avoided at all costs. Such situations are rare and are usually overcome by adopting a normal, common sense approach. Leaders must always bear in mind that in dealing with a problem, they should:

- **NEVER** smack or hit a Camper.
- Never shout - rather change voice tone if necessary.
- Never discipline out of anger (they must call on support from other Leaders if they feel they may deal with a situation unwisely in their anger).

If there are problems, then the situation needs to be dealt with quickly and equitably.

The following procedure sets out a framework for this to happen:

Stage 1

If a Camper seriously misbehaves, then the Leader (preferably accompanied by another Leader) should formally explain that such behaviour is unacceptable and that an immediate improvement is required, otherwise the Camper will be brought before the Commie. At this stage, the acceptable standard will be clearly defined, and the Commie will be informed. The Commie will inform the Officer in Charge.

Stage 2

If no immediate improvement is evident, then the Camper will be brought before the Commie and Leader. The situation will be investigated and the Camper told that an immediate improvement is required otherwise the matter will be taken further and that the Camper's parents or guardians will be informed. The Commie will inform the Officer in Charge.

Stage 3

If there is still no improvement, then the Camper will be brought before the Officer in Charge, Commie and possibly Leader. The situation will again be investigated and the Camper told that an immediate improvement is required otherwise he or she will be required to leave Camp. The Camper's parents or guardians will be informed.

Stage 4

If no immediate improvement is evident, then the Camper will be required to leave Camp. In this situation, the Camper's parents or guardians will be asked to come and collect the Camper as soon as possible.

At each of the 4 stages, details will be recorded in the Camper's Disciplinary Record (attached as an appendix), and the Camper will be advised accordingly. This Record will be maintained for a minimum of 12 months.

Note:

- **Certain offences may result in leapfrogging a particular stage(s), indeed some may even require immediate removal from Camp**
- It is important to listen carefully to both sides of the situation
- The procedure must be implemented fairly
- The situation must be dealt with quickly to ensure Camp is not spoiled
- On the one hand, Leaders should try to defuse the situation, but on the other hand it is important that one disobedient Camper does not spoil Camp for everyone
- If a Camper is removed from a room at night for disciplinary reasons, the alternative sleeping arrangements must always ensure two Leaders of the same sex as the Camper are present (see section "Sleeping Arrangements").
- Any Camper who reaches Stage 4, may at the discretion of the Committee be banned from a future Camp(s).

12. FIRE SAFETY

Responsibilities:

- Overall - Officer in Charge
- Boys' Camp - Boys' Commie
- Girls' Camp - Girls' Commie
- Services - Services Coordinator

Fire Procedures:

- Should a fire be discovered the fire alarm should be activated immediately.
- On hearing the fire alarm, all Campers and Leaders should vacate the building immediately by the nearest fire exit and make their way promptly in an orderly manner to the designated muster point. (Note: At Faskally House,

Pitlochry, the muster point is the car park immediately outside the front door).

- During the evacuation, Leaders should ensure that all rooms are empty and doors closed behind them as they leave, providing it is safe to do so.
- Each Leader should account for each Camper in their care and inform the respective Commie.
- When a Commie can account for every Camper and Leader at his or her Camp, they will inform the Officer in Charge.
- The Services Coordinator should account for all Services Personnel, and then inform the Officer in Charge.
- Should it become apparent that anyone cannot be accounted for, such information should be conveyed immediately to the Officer in Charge.
- **Leaders must treat all evacuations seriously, even if they have reason to believe it is a false alarm or an evacuation drill.**

Fire Precautions:

- Care must be taken to avoid starting fire. Matches or other sources of ignition are not permitted at Camp except (a) in the kitchen, (b) for controlled BBQ's, or (c) for other legitimate purposes which must first be agreed with the Officer in Charge.
- Hot hair dryers, etc, must be kept away from combustible materials.
- All Escape Routes, Fire Exits and Fire Extinguishers must be kept clear of obstructions at all times. Faskally House Management will ensure that all Escape Routes, Fire Exits and Fire Extinguishers are properly signposted and operational.
- All Leaders must familiarise themselves with the location of Escape Routes, Fire Exits and Fire Extinguishers. In the event of any uncertainty, they should seek advice from the Officer in Charge, or from Faskally House Management.

13. GENERAL SAFETY

- Risk Assessments have been carried out for Camp activities. (**Risk Assessments will be maintained on NECYC's website**).
- All Camp rules must be complied with.
- All rules laid down by Faskally House Management must be complied with.
- All passageways, doorways, entrances and exits must be kept free of obstructions.
- Rooms, corridors, entrances and activity areas must be kept safe, clean and tidy, and toilets maintained in a hygienic condition.

- Leaders must ensure that the premises are cleared of any materials used during any activity, and that all rubbish is suitably disposed of.
- All areas must be adequately lit during periods of occupancy and use.
- External areas must be kept clean and free from broken glass, dangerous materials or obstacles. Faskally House Management endeavours to maintain the grounds in good condition, but Leaders should be aware of any dangers noticed prior, during or after an activity, and clear these away.
- Leaders should notify Faskally House Management of any aspect of the premises which may appear to be inadequate to ensure safety.
- If games, sports, or gymnasium equipment is used, it is the responsibility of Leaders to ensure these are used correctly then stored away in the correct manner and location.
- Standing on chairs or benches for any activity by Leaders or Campers (whether indoors or outdoors) is prohibited. Other more appropriate equipment is available at Faskally House, for example "aerobic steps" which should be stacked at single height only during activities.
- No water to be brought into the premises for water fights, etc.
- Leaders should explain to Campers the obvious risks associated with having glass bottles of any kind in the premises.
- Leaders should ensure all Campers in their charge are at all meals, talks and other activities on time.
- There may be instances when a Camper is unable to attend an activity, for example if feeling unwell or upset. Under these circumstances, the Leaders with that particular Camper in their charge must make arrangements to monitor the Camper's condition either periodically, or if deemed appropriate, continually.
- Premises must be securely locked at night.

14. SLEEPING ARRANGEMENTS

There must be separate sleeping arrangements for Leaders and Campers, as well as for males and females. The only exception to this rule is where a married couple share a room together, or in very exceptional circumstances, where a Camper requires to be supervised for medical or behavioural reasons, in which case two Leaders of the same sex as the Camper must be present. In addition, no boy Campers are allowed in girl Campers' rooms, and similarly no girl Campers are allowed in boy Campers' rooms at any time. The same applies to Leaders apart from where cleaning duties and the like are being carried out when rooms are vacant.

For the avoidance of doubt, an unaccompanied Leader may occasionally enter a Camper's Dorm as this is deemed appropriate in the normal day to day running of Camp, for example to periodically check on Campers, ensure they are sleeping, to check that Dorms are kept safe, clean and tidy, participate in Dorm discussions, etc. Whilst discretion needs to be exercised in such circumstances, the main intent of this part of the Policy is more to ensure that Leaders and Campers have separate sleeping arrangements.

15. PHYSICAL CONTACT

The following guidelines must be adhered to:

- Leaders must be very careful to avoid any physical contact which might reasonably be misconstrued.
- There may be instances when physical contact is necessary for the immediate safety of the camper.

16. COUNSELLING

A Leader must not counsel a Camper without being in the view of another Leader. Such counselling will generally be one of three types:

- Spiritual - for example if a Camper seeks guidance on the Christian faith.
- Physical - for example if a Camper is unwell.
- Emotional - for example if a Camper is upset.

If privacy is required, at least two Leaders must be present.

Whilst it is appropriate to take an interest in Campers' personal lives, eg school, home, interests, family and so on, it is important not to pry. Care must be exercised to treat what is said in confidence, and with respect. It is therefore important that Leaders maintain appropriate confidentiality at Camp and also outwith Camp. If, however, a child discloses allegations of abuse, the child should be informed that what they disclose cannot be kept confidential, but will be passed to the relevant authorities (as detailed in Section 3). The information should not, however, be passed to others who do not have a legitimate need to know, as detailed in Section 3.

17. TRANSPORTATION

The following instructions must be adhered to when arranging transportation to and from Camp, as well as outings.

- Ordinarily Campers and Leaders will be transported in vehicles that have been hired from professional transport companies that are approved for use by the NECYC Committee. Transport will be procured from a professional coach hire firm that provides a suitable vehicle and a qualified driver.
- Occasionally transport will be via a vehicle that has been hired from a professional coach hire firm and driven by a qualified volunteer driver(s) approved beforehand by the NECYC Committee or in exceptional circumstances, whilst at Camp, by the OIC.
- All vehicles hired by NECYC will be fitted with seatbelts.
- If circumstances arise that it is deemed necessary to transport Campers in Leaders' vehicles, this decision can only be taken by the NECYC Committee or when at camp the Commies or the Officer in Charge.
- A Leader must be appointed in charge of each coach/minibus, with one Leader being in overall charge of the trip.
- Each coach/minibus Leader must have a list of everybody scheduled to be on his or her coach/minibus, and lists must be checked before departure.
- Each coach/minibus Leader must ensure that seatbelts are worn at all times where fitted. They must also aim to ensure that (a) there is no bad behaviour, (b) there is no litter, (c) there is no damage or vandalism, and (d) no personal belongings are left behind.
- If more than 12 campers are on a coach at least 2 Leaders will be on the coach and at least 1 Leader on each minibus. If a Leader is driving the minibus, another Leader must be on board.
- If 12 or less campers are on coach only 1 leader, in addition to the driver, is required on the coach.

18. OUTINGS

- During outings Senior Campers may not be constantly supervised but will be encouraged to spend their time in small groups, preferably a minimum of 3.
- On the majority of outings, Leaders will accompany Junior Campers. Junior Campers can only be unaccompanied if they are in an enclosed park or similar where their whereabouts can be quickly and easily identified.
- In the event that Campers are to be unaccompanied, a rendezvous point should be established which a Leader continually mans. A mobile phone number may also be provided so that Campers can get in contact with a Leader should the need arise.
- Outings may at times involve walking along roads with no pavements. Clear instructions about walking in small groups, facing oncoming traffic, and keeping as far away from the side of the road as possible must be given by the Leaders. Where pavements are provided, these must be used. Leaders must also closely supervise at all times.

19. FIRST AID, MEDICATION, ACCIDENTS & INJURIES

- NECYC will use its best endeavours to ensure that at least one Leader at Camp is trained in basic first aid or have other appropriate medical qualifications. This Leader will be nominated at the start of Camp and all Camp attendees will be advised accordingly.
- Should any Camper or Parent/Guardian request assistance with dispensing prescribed medication, a designated Leader will be appointed to store the medication and assist with dispensing it in strict accordance with the instructions. Written records will be kept of all medication dispensed.
- Any other medication that may be required on an ad-hoc basis by a Camper (eg paracetamol for a headache) must be approved and administered only by the nominated Leader (described above).
- NECYC will ensure that first aid boxes are available at the Camp venue. If none are available, Leaders must ensure a first aid kit is provided, and report the absence of first aid boxes to the Officer in Charge.
- All incidents should be recorded in the NECYC Accident Book and also notified to Faskally House Management. The Accident Book is kept in the First Aid bag.
- In the event of transporting a Camper to hospital (or home) due to injury or illness, another Leader should accompany the driver unless for some very unusual reason this is not possible.
- Parents or guardians must be informed of all injuries as soon as possible. In the event of any serious situations they should be contacted immediately.

- In the event of a camper being ill in bed, checks should be made on the camper at an appropriate frequency. In order to avoid one leader being on their own with the camper, two leaders will be required for this task.

20. FOOD HYGIENE

Where food is being provided, best practice dictates that those with responsibility for its preparation and serving should possess a Food Hygiene Certificate and be aware of food safety (preparation, handling, storage, disposal of waste, etc).

NECYC will therefore ensure that those with such responsibility possess a Food Hygiene Certificate, or in the absence thereof, are supervised by those who do.

21. INSURANCE

NECYC maintain Public Liability Insurance. Full details of the Policy cover are held by the NECYC Treasurer and are available on request.

22. SECURE HANDLING OF DISCLOSURE INFORMATION

NECYC will adopt the following practice:

- A Disclosure will only be requested when necessary and relevant to Camp, and the information provided will only be used for appointment purposes.
- Disclosure information will only be shared with those authorised to see it in the course of exercising their responsibilities.
- Where additional Disclosure information is provided to the Coordinator and not to the Disclosure applicant, the Coordinator will not disclose this information to the applicant, but will inform him or her of the fact that additional information has been provided only in the event that this affects the appointment decision. Additional Disclosure information may include what is termed, "non conviction information held locally by the police or other authorities".
- No image or photocopy of the Disclosure information will be made, however, summary details may be retained.

- The actual method of recording these summary details is best left to the Coordinator, but the Record of Disclosures Form (attached as an appendix) provides a template if required.
- Disclosure information will be stored in a locked container for a maximum of 90 days, and will be destroyed by shredding. Normally shredding will take place immediately after summary details have been logged as above.
- Only those authorised to see the information in the exercise of their responsibilities will have access to this container.

23. PREVIOUS OFFENDERS

NECYC undertakes to treat all those applying to be Leaders fairly, and not to discriminate unfairly on the basis of conviction or other information revealed. In the event of receiving a Disclosure showing a conviction (or other additional information as outlined in section "Secure Handling of Disclosure Information"), the Coordinator will decide upon the suitability of the applicant by taking into consideration:

- Whether the conviction is relevant to the position under consideration.
- The seriousness of the offence revealed.
- The length of time since the offence took place.
- Whether the applicant has a pattern of offending or re-offending.
- Whether the applicant's circumstances have changed since offending took place.

If, after due consideration, the Coordinator deems it necessary to investigate further, a meeting will be convened with the applicant. This will enable open and measured discussions to take place on the subject of offences, etc. Any such meeting will be attended by both the Coordinator and Deputy Coordinator.

Following this meeting, the Coordinator and Deputy Coordinator's joint decision as to whether the applicant can attend Camp as a Leader will be final. Whatever the decision (positive or negative), information will not be divulged to anyone outwith the meeting with the following exception:

Should the decision be positive, the Coordinator and Deputy Coordinator reserve the right to divulge certain material facts to other Leaders on a "need to know" basis, only providing the applicant first agrees. This would be a very rare occurrence, but as an example, if an applicant has a previous (albeit spent) serious

driving conviction, NECYC would not wish that person to drive any minibus hired by NECYC to transport Campers and Leaders. The Officer in Charge and Commies would therefore need to be made aware of this, so that they can ensure that this is not allowed to happen. Should the applicant refuse such transfer of information, this could lead to non-appointment.

Failure to reveal information by a previous offender at any stage (ie during completion of the Leader's Application Form and/or the Voluntary Disclosure Form, or at interview), that is directly relevant to the position sought, could lead to non-appointment.

24. ATTENDANCE RECORDS

An accurate record of all Camp attendees (Leaders and Campers) should be made. Any Leader or Camper who attends only part of Camp should still have their attendance dates recorded. The Chair will ensure that these records are stored indefinitely.

25. APPENDICES

- **REPORTING OF ABUSE FORM**

- **RECORD OF DISCLOSURES FORM**

- **CAMPER'S DISCIPLINARY RECORD**



REPORTING OF ABUSE FORM (STRICTLY CONFIDENTIAL)

PART 1 (Continue on separate sheet if necessary remembering to sign)

Name of Camper	
Address	
Date of Birth	
Sequence of Events / Actual Words Used / Observations / Date / Time / etc	
Reported To	Officer in Charge / Coordinator / Deputy Coordinator (Delete as appropriate)
Name of Person Reporting Incident	
Signature	

PART 2 (Continue on separate sheet if necessary remembering to sign)

Action Agreed	
Action Agreed By (Names & Signatures)	
Action Taken (Including Date & Time)	
Notes	

The Coordinator will retain the completed form.



RECORD OF DISCLOSURES FORM (STRICTLY CONFIDENTIAL)

Name of Applicant	Date Sent	Disclosure Type	Position Applied For At Camp	Disclosure Application Ref No	Disclosure Ref No	Disclosure Issue Date	Decision Taken	Date Shredded



CAMPER'S DISCIPLINARY RECORD

CAMPER'S NAME: _____

Description of incident/behaviour and action taken	Date	Leader's Name & Signature	Commie's Name & Signature	OIC's Name & Signature
<u>Stage 1:</u>				
<u>Stage 2:</u>				
<u>Stage 3:</u>				
<u>Stage 4:</u>				