

REUNION '09 – BASE BOOKING TERMS



1. All base staff must comply with The Scout Association's Child Protection Policy [attached].
2. All base staff must comply with The Scout Association's Safety Policy [attached].
3. The base contact is responsible for completing a risk assessment [attached] of the base and providing a copy to the Reunion Office in advance of arrival (preferably with the booking form). Please note that the Association's Health and Safety Co-ordinator may wish to discuss aspects of risk assessment and may require that alterations be made to ensure compliance with the Association's Safety Policy.
4. Where the base is classified as 'Programme' all base staff, including the base contact named on the base booking form, must register as participants through the normal guest booking procedure. The cost of event entry (up to maximum of £29) will be refunded for the base contact only. The refund will be processed after 7th September 2009, when the base has been delivered as agreed during the base booking process.
5. Where the base is classified as 'Scout Commercial/Promotional' all base staff, including the base contact named on the base booking form, must register as participants through the normal guest booking procedure. No refunds or discounts will apply.
6. Where the base is classified as 'Non-Scout Commercial/Promotional' up to two base staff, inclusive of the base contact named on the base booking form, are included in the base booking fee. These base staff must each complete the Base Staff Registration Form – Non-Scout, to be returned with the base application form. Non-Scout base staff will be given a day pass for access to the site during the daytime on Saturday 5th September only.
7. When classifying bases as 'Programme', 'Scout Commercial/Promotional' or 'Non-Scout Commercial/Promotional' the criteria set out in the document 'Booking a Reunion Base', and the information provided on the base application form will be used. Base contacts are asked to classify their base on the base application form. This assessment will be verified by a member of the Reunion Organising Team. If it is felt that the incorrect classification has been entered on the base application form it may be edited and, if necessary, further payment requested. The decision of the Reunion Organiser regarding base classification and payment is final.
8. Reunion '09 is not a fundraising event and should not be used to fundraise for any cause (any exceptions to this must be agreed in advance with the Reunion Organiser).
9. Joining instructions will be sent to the base contact in August.
10. Bases will be open from 10am-4pm on Saturday 5th September.
11. Access to base areas to set up will be available from 7.30am to 9.30am on Saturday 5th September. It will not be possible to begin set up of bases before this time (unless in exceptional circumstances and agreed in advance with the respective Base Co-ordinator).
12. Vehicle access to base areas is by vehicle permit only. All vehicles must adhere to the site speed limit of 5mph and use hazard lights when moving around the site. All vehicles must be removed from the base areas by 9.30am and returned to the Branchet Field car park. Vehicle access to base areas will be allowed from 4.30pm to 5.30pm on Saturday 5th September to allow clear up.
13. All rubbish must be cleared from your base area. Rubbish that cannot be recycled should be deposited in the nearest silver bin. Do not leave plastic bags on fields or next to litterbins. Cans and bottles that can be recycled should be put in the recycling centre situated in the Camp Square.
14. The Reunion '09 logo is copyright of The Scout Association and may not be reproduced on material or merchandise without express permission of the Reunion Organiser.

REUNION '09 – CHILD PROTECTION



The Child Protection Policy

It is the policy of The Scout Association to safeguard the welfare of all Members by protecting them from physical, sexual and emotional harm.

Accordingly The Scout Association is committed to:

- taking into account in all its considerations and activities the interests and well-being of young people;
- respecting the rights, wishes and feelings of the young people with whom it is working;
- taking all reasonable practicable steps to protect them from physical, sexual and emotional abuse;
- promoting the welfare of young people and their protection within a relationship of trust.

Child Protection – Code of Behaviour

- **Do** put this code into practice at all times
- **Do** treat everyone with dignity and respect
- **Do** set an example you would wish others to follow
- **Do** treat all young people equally – show no favouritism
- **Do** plan activities that involve more than one other person being present, or at least are within sight and hearing of others
- **Do** follow recommended adult/young people ratios for meeting and activities
- **Do** respect a young person's right to personal privacy
- **Do** avoid unacceptable situations within a relationship of trust e.g. a sexual relationship with a youth member over the age of consent
- **Do** have separate sleeping accommodation for young people, adults and Young Leaders working with a younger Section
- **Do** allow young people to talk about any concerns they may have
- **Do** encourage others to challenge any attitudes or behaviours they do not like
- **Do** avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes
- **Do** follow the Association's 'no alcohol' guidance when young people are in your care
- **Do** make everyone aware of the Association's child protection procedures – young people, parents/carers, Young Leaders and other helpers
- **Do** remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse
- **Do** keep other leaders informed of where you are and what you are doing
- **Do** remember someone else might misinterpret your actions, no matter how well-intentioned
- **Do** take any allegations or concerns of abuse seriously and refer immediately
- **Do NOT** trivialise abuse
- **Do NOT** form a relationship with a young person that is an abuse of trust
- **Do NOT** permit abusive peer activities e.g. initiation ceremonies, bullying
- **Do NOT** engage in inappropriate behaviour or contact – physical, verbal, sexual
- **Do NOT** play physical contact games with young people
- **Do NOT** make suggestive remarks or threats to a young person, even in fun

- **Do NOT** use inappropriate language – writing, phoning, email or internet
- **Do NOT** let allegations, suspicions, or concerns about abuse go unreported
- **Do NOT** just rely on your good name to protect you

REUNION '09– SAFETY



The Safety Policy

It is the policy of The Scout Association to provide Scouting in a safe manner without risk to health, so far as is reasonably practicable. The Association believes that this responsibility ranks equally with the other responsibilities incumbent upon those providing Scouting activities and functions.

It is the responsibility of all those involved in Scouting to seek, so far as is reasonably practicable, to ensure that:

- all activities are conducted in a safe manner without risk to the health of participants;
- the provision and maintenance of equipment and buildings for Members and others is safe and without risk to health and adequate for their welfare;
- information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them;
- appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.

REUNION '09– RISK ASSESSMENT



In line with The Scout Association's Safety Policy, we need to ensure all activities undertaken at Gilwell Park are carried out in a safe manner without risk to health. In order to satisfy this we require you to undertake a risk assessment of your base/activity. We appreciate that your base/activity may have little risk, however, we would be grateful if you would read through the following material and complete the risk assessment form where appropriate.

If you have not come across a risk assessment before, the term refers to a process of identifying what could go wrong both before and during an activity and then deciding on ways to prevent or minimise any risk. The following five steps provide a straightforward approach to risk assessment that will help you complete the form. If you have any questions or queries, please do not hesitate to contact the Reunion Organiser.

Step One: Look for the hazards

It is necessary for you to stand back from the activity, and look afresh at what could cause harm. It is important to concentrate on the significant hazards. These are hazards which harm or affect several people. It might be a good idea to ask others what they think; they may have noted things that were not immediately obvious to you.

Step Two: Decide who might be harmed and how

These could be young people taking part (or waiting to do so), the instructors, others supervising the activity, those in the area of the activity or casual observers. In identifying the hazards (Step One) you have already identified the potential of how these people might be harmed.

Step Three: Evaluate the risk and decide whether existing precautions are adequate or whether more should be done

You have already identified the hazards. Now consider the likelihood of each of these hazards causing harm. This will determine whether or not you need to do more to reduce the risk. It is possible that even

after all reasonable precautions have been taken some degree of risk will remain. What you have to decide, for each significant hazard, is whether the remaining risk is high, medium, or low. For some activities you have to ask yourself if everything has been done to comply with the law - and, in our context, the requirements also of *Policy, Organisation and Rules*. Everything reasonably practicable must be done to reduce and control the risk. Your aim is to minimise risks by adding such precautions as may be necessary. Likewise, the competence of instructors/leaders and adherence to good practice play a vital role in the provision of safe activities.

There are many ways in which risks can be minimised. This might be a change in venue, additional training, an increased staff/participant ratio and properly equipped participants. Likewise, plans may have to be modified during the activity, based on an on-going risk assessment.

Step Four: Record your findings

You must inform those who will be taking part in the activity of your findings and what action should be taken. The recording of your findings might vary depending upon circumstances.

A risk assessment for the use of a permanent climbing tower on a campsite should be a document that each instructor has to read (and sign) prior to the start of each session. It should cover the points you have identified in Steps One to Three above. The risk assessment must be suitable and effective and must show that:

- A proper check was made;
- You decided who might be affected;
- You dealt with all the significant hazards, taking into account potential users;
- The precautions are reasonable, and the remaining risk is judged acceptable.

The recording of the assessment should be in a format which is easily read - don't write a book! Risk assessments are not operating procedures - they inform and determine key aspects of the operating procedures. At the campsite your risk assessment may have determined that no more than 30 people may be admitted to the swimming pool at any one time due to the size of the pool and the need to avoid overcrowding. This assessment will then be reflected in the pool's operating procedure and a requirement placed on the lifeguard and those controlling bookings for the pool to count.

A risk assessment for a day in the hills or on water that you have not visited before cannot be formalised in exactly the same way.

Step Five: Review your assessment and revise it if necessary

In all cases, it is good practice to review your risk assessments from time to time, to ensure that the precautions are still working effectively. If there are any significant changes, review and revise the assessments to take account of the new hazard. For those risk assessments for a campsite, and activities on site, it is important to ensure that when carrying out a risk assessment the date is also set for the next review. Make sure that all relevant documentation is changed.

REUNION '09– RISK ASSESSMENT



BASE/ACTIVITY		CONTACT	
----------------------	--	----------------	--

STEP 1

STEP 2

STEP 3 (AND 4)

STEP 5

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	REVIEW AND REVISION