



**The Boys' Brigade**  
**Safety Handbook**

Guidelines for Leaders  
**Republic of Ireland**





### 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 Leaders are 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 Company 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.

The Brigade Executive acknowledges the work done by key volunteers and HQ Leaders 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.

This policy is in accordance with government guidelines in the documents Children First: National Guidelines for the Protection and Welfare of Children, Our Duty to Care, and Code of Good Practice Child Protection for the Youth Work Sector.

Additional copies of this publication may be obtained from Regional Headquarters. Copies can also be downloaded from the library section of the BB web site [www.boysbrigade.ie](http://www.boysbrigade.ie)

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<b>Copies of all forms referred to in this publication are available from the BB website:</b>	
<a href="http://www.boys-brigade.org.uk">www.boys-brigade.org.uk</a> or <a href="http://www.boysbrigade.ie">www.boysbrigade.ie</a>	





## Guiding Principle

**It is the duty of the Company Captain to satisfy himself/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.**

- 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. For the child or young person involved and their families, these can often be serious and cause much inconvenience.
  - 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 base line 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, Company 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 Safety Handbook 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; and
    - e) identify training implications.
  - 1.5. It must be stressed at the outset that there is no intention through this publication to deter Leaders from offering children and young people a wide range of exciting and challenging activities. However, what is now required, without exception, is that such adventurous activities, along with those more regular activities are run in as safe a manner as is possible. Company Leaders owe this to themselves, the members of their Companies and parents/carers, their Church and the Brigade at large.
- NB. Children and young people should not be put at risk by being exposed to an activity beyond their capability.**



## 2. Safe from Harm

### 2.1. Policy

2.1.1. The BB 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. 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.
- 2.1.3. 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.
- 2.1.4. All leaders should follow the Code of Behaviour for Leaders working in the BB (as outlined in *section 2.9.1.*), and which is outlined on the card issued on registration.

### 2.2. Legal Framework

2.2.1. The Protection for Persons Reporting Child Abuse Act 1998

This Act provides immunity from civil liability to persons who report child abuse "reasonably and in good faith" to the Health Service Executive or An Garda Síochána. This means that, even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report. This Act came into operation on 23rd January, 1999.

Its main provisions are:

- a) The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated Officers of the Health Service Executive or any member of An Garda Síochána.
- b) The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal.
- c) The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect persons from malicious reports.

2.2.2. Sex Offenders Act 2001

The centrepiece of this Act is the introduction of a sex offender register. It obliges convicted sex offenders to notify An Garda Síochána of their names and addresses at the time of conviction or release from custody, as appropriate, and any subsequent changes to those details. This system will apply even when sex offenders travel abroad and it will similarly apply to persons convicted of sex offences in other jurisdictions when they enter this country.

It will be an offence for a sex offender to seek or accept work or a voluntary position that would give that person unsupervised access to a child or children or to a mentally impaired person or persons, without informing the would be employer of the fact of the conviction. Under this new procedure the parents/carers of a child is regarded as an employer when offering someone a job

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to, for example, tutor or train their child in some sporting or other activity. In this regard The Boys' Brigade are considered as the employer.

### 2.2.3. Criminal Justice Act 2006

Section 176 of the above Act created a new offence of reckless endangerment of children as recommended by the Ferns Report.

A person having authority or control over a child or an abuser who fails to take reasonable steps to protect a child from the risk of serious harm or sexual abuse may be guilty of an offence, under this section of the Act, by fine or imprisonment.

A Boys' Brigade Leader would be deemed to be "a person having authority or control".

## 2.3. Understanding and Recognising Child Abuse

2.3.1 Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to more than one form of abuse at any given time.

### 2.3.2. Definition of Neglect

Neglect can be defined in terms of an omission, where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care.

Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by his/her health and development as compared to that which could reasonably be expected of a child of similar age.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For instance, a child who suffers a series of minor injuries is not having his or her needs met for supervision and safety. A child whose ongoing failure to gain weight or whose height is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation. The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.

Symptoms may include:

- constant hunger
- inadequate clothing
- constant tiredness
- poor personal hygiene

### 2.3.3. Definition of Emotional Abuse

Emotional abuse is normally to be found in the relationship between a care giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Examples of emotional abuse of children include:

- a) the imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming;



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- b) conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;
- c) emotional unavailability by the child's parent/carer;
- d) unresponsiveness, inconsistent, or inappropriate expectations of the child;
- e) premature imposition of responsibility on the child;
- f) unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself in a certain way;
- g) under or over protection of the child;
- h) failure to show interest in, or provide age appropriate opportunities for, the child's cognitive and emotional development;
- i) use of unreasonable or over harsh disciplinary measures;
- j) exposure to domestic violence.

### 2.3.4. Definition of Physical Abuse

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child. Examples of physical injury include the following:

- a) shaking;
- b) use of excessive force in handling;
- c) deliberate poisoning;
- d) suffocation;
- e) Munchausen's Syndrome by Proxy;
- g) allowing or creating a substantial risk of significant harm to a child.

Symptoms may include:

- unexplained recurrent injuries or burns
- improbable excuses or refusal to explain injuries
- self-destructive tendencies
- fear of physical contact, a shrinking back if touched.

### 2.3.5. Definition of Sexual Abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.

Examples of child sexual abuse include the following:

- a) exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;

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- b) intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- c) sexual intercourse with a child;
- d) sexual exploitation of a child;
- e) consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent is 17 years. This means, for example, that sexual intercourse between a 16 year old girl and her 17 year old boyfriend is illegal, although it might not be regarded as constituting child sexual abuse.

Symptoms may include:

- detailed or age-inappropriate understanding of sexual behaviour
- being overly affectionate in a sexual way towards peers, older children or adults
- excessive fear of adults or displaying apprehension or withdrawn behaviour or conversely very aggressive behaviour
- regression to younger behaviour patterns
- unusual reluctance to join in normal activities involving the removal of clothing
- self mutilation, eating disorders, suicide attempts, running away.

### 2.3.6. Recognising Child Abuse

The ability to recognise child abuse depends as much on a leader's willingness to accept the possibility of its existence as it does on knowledge and information. It is important to note that child abuse is not always readily visible, and may not be clearly observable. It is also important to avoid a situation where leaders are constantly wary and on the lookout for abuse or one where complacency exists. Essentially, leaders should consider, in a measured way, the possibility of child abuse if:

- a young person appears to have suffered a suspicious injury for which no reasonable explanation can be offered
- a young person seems distressed without obvious reason or displays persistent or new behavioural problems
- a young person shows unusual or fearful responses to an adult who is responsible for their care at any particular time.

It is important to remember that many signs of child abuse are non-specific, and that alternative explanations for indicators should always be considered.

## 2.4. Selection and Registration of Leaders



### Key Point

**ALL** adult leaders in the BB must be registered with BB Headquarters.

- 2.4.1. The Boys' Brigade has specific regulations and requirements for all adults working in the name of the BB including Leaders, instructors and helpers working in companies, those who



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undertake responsibilities including Office Bearers and Reserve Leaders, 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 BB web site; copies are also available from Regional 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 procedure is undertaken:

- completion of the Leaders' Registration Application Form (available from Regional HQ and on the website);
- an interview with the Captain and the Rector/Minister, or other church official;
- the taking up of written references of two people, not related to the applicant;
- completion of a Garda Vetting Application form.

2.4.2. The completed Leader Registration Form and Garda Vetting Application Form are forwarded to Regional Headquarters either recommending or not recommending registration. If the application is not recommended, then the reasons should be stated.

2.4.3. On receipt of the application form from the Company, Regional Headquarters will ensure a criminal record check has been obtained from the Garda Central Vetting Unit. This will include information on any convictions or prosecutions pending. Consideration will be given to the information contained on the disclosure and if all is satisfactory, Brigade Headquarters will register the Leader, allocate a registration number and send a leader registration card.

2.4.4. If there was information on the disclosure that results in a risk assessment that indicated that the individual should not be appointed then they would be advised in writing, giving specific reasons. The church will also be informed.

2.4.5. 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 Brigades' Child Protection Panel via Regional Headquarters as set out in the Regulations.

2.4.6. 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' Child Protection 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.

2.4.7. 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 Regional Headquarters, and should be made within three months of notification of unsuitability.

2.4.8. Captains must inform Regional Headquarters whenever a Leader leaves a Company by completing and returning a Leader Resignation form.



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



#### Key Point

If in doubt refer to the Child Protection Panel for advice.

- 2.5.1. All allegations of abuse or suspicions of abuse concerning Leaders are to be referred immediately and directly to the Company Captain or Leader-in-Charge of the event, who must refer immediately to the Child Protection Panel at Regional Headquarters.
- 2.5.2. No investigating or questioning is to be undertaken. If the Captain is implicated, the leader to whom the allegation has been made or who has suspicions should refer directly to the Child Protection Panel. **All** allegations/suspicions are to be referred, no matter how insignificant they seem to be, or when they occur. The Child Protection Panel should always be notified of allegations, even when they occur in non-BB settings.
- 2.5.3. If the situation is immediately critical and a member of the Child Protection Panel cannot be contacted, the Captain may decide to contact An Garda Síochána if they feel that a child/children is/are at risk. The Child Protection Panel should be informed as soon as contact can be made with one of the members.
- 2.5.4. On receipt of a report of suspected or disclosed abuse by a leader, the Child Protection Panel consider whether there are reasonable grounds for reporting it to the Health Service Executive. Any of the following objective indicators would constitute reasonable grounds for concern:
- specific indication from the child that they were abused;
  - an account by a person who saw the child being abused;
  - evidence such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way;
  - an injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indicators or abuse, dysfunctional behaviour;
  - consistent indication, over a period of time that a child is suffering from emotional or physical neglect.
- If they have reasonable grounds for concern, a formal report should be made to the on-duty Social Worker in the relevant Community Care Area.
- 2.5.5. If a decision is made to report the matter to the Health Service Executive, the Child Protection Panel should inform the Leader that an allegation has been made against him/her and explain the nature of that allegation. The Leader should be afforded the right to respond. The response should be noted and passed to the Health Service Executive.
- 2.5.6. The parents/carers of the young person should be informed immediately by the Child Protection Panel unless by doing so, the young person is endangered. Advice should be taken from the Health Service Executive personnel as to how this might best be done.
- 2.5.7. Any individual under suspicion or against whom an allegation or complaint has been made may be suspended by the Brigade until the conclusion of any investigations. A letter informing the individual of their suspension will be sent from the Brigade, and copies sent to the Captain, Rector/Minister and Battalion Secretary.



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- 2.5.8. An individual has the right to appeal against a suspension. The appeal should be made in writing to the Child Protection Panel via Regional Headquarters, and made within three months of notification of suspension.
- 2.5.9. While under suspension a leader may not attend any Boys' Brigade activities at Company, Battalion, District, Regional or Brigade level.
- 2.5.10. Support for the suspended Leader, and for any other parties involved is the responsibility of the Church. The Brigade HQ remains neutral while investigations are carried out, and cannot offer any advice or guidance to those individuals under investigation, but would look to the church to fulfil this role.
- 2.5.11. Once the matter is concluded, the Child Protection Panel will review the suspension.
- 2.5.12. Captains must inform Regional Headquarters whenever a Leader leaves a Company by completing and returning a Leader Resignation form.
- 2.5.13. If an allegation or suspicion of abuse is made against a member of the Child Protection Panel, the above steps are undertaken by the Battalion President.

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

- 2.6.1. If a Leader suspects that a child or young person is being abused emotionally, physically or sexually she or he should tell their Captain, who must refer the matter to the Child Protection Panel.
- 2.6.2. Any facts (signs and symptoms, either physical or behavioural) that support the suspicion should be recorded.
- 2.6.3. If a child discloses to you abuse by someone else, you should listen without interrupting, accept what is said, but do not investigate. Alleviate feelings of guilt and isolation, while passing no judgement.
- 2.6.4. Advise that you will try to offer support but that you must pass the information on. Tell the Captain or Leader-in-Charge of the event, who will refer the matter to the Child Protection Panel.
- 2.6.5. On receipt of a report of suspected or disclosed abuse outside of BB, the Child Protection Panel consider whether there are reasonable grounds for reporting it to the Health Service Executive. Any of the following objective indicators would constitute reasonable grounds for concern:
  - Specific indication from the child that they were abused;
  - An account by a person who saw the child being abused;
  - Evidence such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way;
  - An injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indicators or abuse, dysfunctional behaviour;
  - Consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

If they have reasonable grounds for concern, a formal report should be made to the on-duty Social Worker in the relevant Community Care Area.

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- 2.6.6. The parents/carers of the young person should be informed immediately by the Child Protection Panel unless by doing so, the young person is endangered. Advice should be taken from the Health Service Executive personnel as to how this might best be done.

### 2.7. Bullying

#### 2.7.1. What is bullying?

Bullying can be defined as repeated aggression be it verbal, psychological or physical which is conducted by an individual or group against others.

Examples of bullying include:

- Teasing
- Taunting
- Threatening
- Hitting
- Extortion

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 where unfair treatment or harassment is perpetrated against a group or an individual because of their race or sex. This type of discrimination is widespread and institutional, and involves the systematic oppression of groups of people



#### **Key Point**

Bullying in the BB is never acceptable.

#### 2.7.2. Prevention

Bullying can be conducted in different ways, it can be one-off or sustained, 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.

#### 2.7.3. What to do if bullying occurs

Tackling bullying is time consuming and requires a commitment from the Leaders in the Company to work to a strategy to ensure that all members of the Company feel safe from



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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:

- 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 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/carers of expected levels of behaviour and the sanctions where bullying is being perpetrated. It might be appropriate to have the Code of Behaviour for members and parents/carers to sign;
- sanctions might include informing a parents/carers, 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:

Health and Safety Authority  
Child Protection Unit in NYCI  
The Irish Society for the Prevention of Cruelty to Children  
Barnardos  
Anti-Bully Network, Edinburgh

[www.hsa.ie](http://www.hsa.ie)  
[www.childprotection.ie](http://www.childprotection.ie)  
[www.ispcc.ie](http://www.ispcc.ie)  
[www.barnardos.ie](http://www.barnardos.ie)  
[www.antibullying.net](http://www.antibullying.net)

### 2.8. Training of Leaders



#### Key Point

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

- 2.8.1. 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.
- 2.8.2. The BB requires all Lieutenants and Captains to undertake induction and Youth Leader Training prior to their appointment. Men & Women of 18 years of age and over who are in sympathy with the objectives of the Brigade may be appointed to the rank of Warrant Officer. Youth Leader Training must be completed within one complete session of appointment.

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- 2.8.3. All leaders are sent the Safety Handbook and Code of Good Practice card on appointment to the post, and should familiarise themselves with all aspects, particularly the duty to report. The Child Protection and Safety Issues Module of The Boys' Brigade Youth Leader Training must be completed within one complete session of appointment.

### 2.9. Code of Behaviour

#### 2.9.1. Code of Behaviour for Leaders:

- Treat everyone with respect.
- Provide an example you wish others to follow.
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others.
- Be sensitive to the potential risk to personal safety and false allegations which may arise if a Leader meets alone with a member in a room. Where it is feasible they should leave the door slightly ajar and be visible to other Leaders. If it is at all possible one to one discussions between Leaders and members should be conducted in an open area in view of other Leaders.
- On overnight trips have separate sleeping accommodation for Leaders and members
- Provide access for members to talk to others about any concerns they may have.
- Encourage members and Leaders to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Physical contact of a comforting and reassuring nature is a valid way of expressing concern and care for members, where such contact is acceptable to all concerned. It should be governed by the age and development stage of the member.
- Avoid physical horseplay such as wrestling or tickling, and playing physical contact games with members.
- Leaders must never physically punish or be in any way verbally abusive to a member.
- Remember that someone else might misinterpret your actions, no matter how well-intentioned.
- Recognise that special caution is required in moments when you are discussing sensitive issues, such as bullying, bereavement, abuse or personal development.
- Do not permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying).
- Do not have any inappropriate verbal or physical contact with members or make suggestive remarks or gestures.
- Be sensitive to the fact that jokes of a sexual nature may be offensive to others and should never be told in the presence of children.
- Never jump to conclusions about others without checking facts.
- Never exaggerate or trivialise child abuse issues.



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- Do not show favouritism to any individual, or become over involved or spend a great deal of time with any one member.
- Do not rely on just your good name to protect you.
- Do not believe 'it could never happen to me'

### 2.9.2. Code of Behaviour for Members:

- Respect the authority of the Leaders.
- Respect the views and feelings of other members.
- Respect the right of every member to express their opinions.
- Respect the right of every member to be listened to.
- Respect Leaders and members personal privacy and property.
- Show due care and responsibility for equipment and property.
- Consumption of alcohol and smoking at BB is unacceptable.
- Bullying or abuse of any kind against other members or Leaders is unacceptable.
- Wilful destruction or damage of property or equipment is unacceptable.

When taking a group away on a trip of whatever duration, consideration should be given to compiling a code of behaviour particular to that trip as different boundaries need to be in place in a different environment.

### 2.9.3. Breaches of Code of Behaviour

This complaints procedure aims to cover any situation which may arise, when members or their parents/carers are not happy with the way members were treated by the Leaders of The Boys' Brigade. Complaints can be made by members or their parents/carers.

A record should be kept of the complaint, how it was dealt with and resolved. Leaders that are found to be in serious breach of the above Code of Behaviour may be subject to disciplinary procedures, up to and including dismissal as a leader from The Boys' Brigade.

Members who are found to be in breach of the Members Code of Behaviour may be subject to disciplinary action. The disciplinary action should be agreed between at least two Leaders of the Company and should be appropriate to the seriousness of the incident/s. The parents/carers of the member and the member will be informed of the disciplinary action which will be taken.

The options for disciplinary action include:

- a) For serious incidents involving members, sending the member home and not allowing them to participate in any further company events/activities;
- b) For less serious incidents involving members, allowing the member to continue to participate in the event/activity once they have apologized for their behaviour and promised not to breach the code of behaviour again. Their behaviour would then be closely monitored;
- c) Providing support to the member to get them to understand that their behaviour is not acceptable and monitoring their behaviour.

## 2. Safe from Harm



### 2.10. 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 Brigade or Regional Headquarters. Where a press release has been issued, the Captain and the Rector/Minister will be sent a copy.

### 2.11. 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/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 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 individual young people indicate that they do not want their picture to appear in any BB publicity, that wish must be respected.

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

Care must be taken in using PCs for BB activities where 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.

Leaders should make themselves 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 the Company Captain and the service provider.

Bullying by mobile phone is a relatively new phenomenon and must be followed up (*see section 2.7.*).

Useful websites:

Irish Internet Association:  
Internet Watch Foundation:  
BBC home pages:

[www.ia.ie](http://www.ia.ie)  
[www.iwf.org.uk](http://www.iwf.org.uk)  
[www.bbc.co.uk/chatguide](http://www.bbc.co.uk/chatguide)



## 3. Safety Awareness

### 3.1. Safety Awareness



#### Key Point

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

- 3.1.1. All Leaders or other adults 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/carers would take of their own children, having regard to all the circumstances". Accordingly, any activity a young person has been involved in must come as no surprise to their parents/carers. Parents/carers should be made fully aware of the normal programme followed by using the Annual Consent Form. Parental permission should be sought prior to a 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 Brigade and Regional Headquarters and the library section of the BB web site; and are also at the back of this handbook.
- 3.1.2. Attendance records should be maintained indefinitely to include both the members and Leaders. These should be completed for all activities of each section, whether in the normal Company meeting place or other venue.
- 3.1.3. From time to time it may be necessary to issue notes and reminders to parents/carers regarding the Company or section programme. If a group text messaging service is used to communicate with young people, parents/carers should be included too.
- 3.1.4. It is not realistic to expect that a totally accident-free environment can be achieved. But, by heightening the awareness in all members of safety issues, 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 the Company 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.
- 3.1.5. 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 First 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 relationship to any premises they may be using.

### 3.2. Legal Responsibility

- 3.2.1. In the past there have been cases where parents/carers 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 young person's parents/carers should receive, complete and return a consent form.

## 3. Safety Awareness



### 3.3. Using Risk Assessments



#### Key Point

Risk assessments need not be over complicated.

- 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/carers 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 in the UK 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>
- 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 Leaders as to how these should be applied. It is suggested 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. 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 Brigade or Regional 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 Leaders are brought to the attention of the church or the owners of the premises.

Assessments should have the aim of preventing the risk or reducing them. 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 of the Company should be addressed as matters arise.



## 3. Safety Awareness

### 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 Brigade or Regional Headquarters (Appendix B). 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 and the level to which it is being undertaken;
- the location, routes and mode of transport;
- the competence, experience and qualifications of Company Leaders;
- the ratios of Company Leaders and helpers to members;
- the age of the members, competence, fitness and temperament and the suitability of the activity;
- any special or medical needs of the members;
- 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 members and Leaders in the group;
- become familiar with the area before taking a group of young people there.

### 3.3.10. Ratios

It is important to have a high enough ratio of adult supervision to children and young people for any visit. The factors to take into consideration include:

- age, ability and gender of the group;

### 3. Safety Awareness



- members with special educational or medical needs;
- the nature of the activities;
- the experience of Leaders in off-site supervision;
- duration and nature of the journey;
- the type of any accommodation;
- competence of Leaders, both general and on specific activities;
- competence and behaviour of children and young people;
- any specific requirements of the location to be visited.

*See also Section 5, Leadership Ratios.*

### 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 looked after;
  - establish the names of any casualties and get immediate medical attention for 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/carers of details as known;
  - ensure that a Leader accompanies casualties to hospital and that the rest of the group are adequately supervised at all times;
  - notify Brigade Headquarters (+44 1442 231681) and/or Regional Headquarters (+353 1 296 4622) as soon as possible;
  - notify An Garda Síochána or the local police authorities 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 Brigade and Regional Headquarters.



### 3. Safety Awareness

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

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

3.4.4. If overseas (outside the Republic of Ireland and United Kingdom):

- inform Brigade and Regional Headquarters;
- notify the Irish Embassy/Consulate;
- notify the local police authorities
- 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/carers 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 Brigade or Regional 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 in the Company have been affected. In some cases reactions do not surface immediately. It may be helpful to speak to the Rector/Minister of your church or contact the Health Service Executive 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 a member of 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 BB Youth Leader Training and Leaders are also encouraged to undertake first aid training that might be available in their local area.

## 3. Safety Awareness



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. The main types of serious emergencies are those involving bleeding, loss of breathing, heart failure, and unconsciousness. These must be given immediate attention whilst help is being summoned. Other forms of serious injury should be treated within the capabilities of a person qualified in first aid. The following guidance notes relate to the type of incidents in which Company Leaders may be involved.

### 3.5.2. Serious Emergencies

#### (a) Breathing

Adult – check response, open airway, check breathing, if absent, call for ambulance. Give 2 rescue breaths, check for circulation. If present, 10 breaths a minute. If circulation absent, 15 chest compressions, 2 rescue breaths. Continue until help arrives.

Child, 1 -7 years old – check response, open airway, check breathing. If absent, 20 breaths for a minute, then call for ambulance. Give 2 rescue breaths, check for circulation. If present, 20 breaths for a minute. If circulation absent, 5 chest compressions, 1 rescue breath until help arrives.

Keep the casualty's head extended by tilting the head and lifting the chin upwards – this prevents the tongue falling back into the throat and blocking the airway. If the casualty is breathing but unconscious, place in the recovery position. Place casualty on their side and extend the head to ensure the airway remains open.

#### (b) Bleeding

Nearly all cases of external bleeding will be controlled by direct firm pressure on the wound, provided no foreign body is in the wound.

Internal bleeding is to be suspected if there has been violent injury or pattern bruising appears. Severe shock can also appear without any signs of blood escaping from the body if it is still lost from the circulation. Extreme care and gentle but urgent removal to hospital is required by ambulance.

#### (c) Transport

Serious injuries require proper ambulance transport. This is particularly important when a spinal injury is suspected. Further damage is frequently caused by transporting a seriously injured casualty to hospital in a private car rather than waiting for the arrival of an ambulance.

#### (d) Doctor

Unless it is positively known that a local doctor or health centre can give immediate assistance, it is preferable to do basic first aid and have an ambulance called to take the patient to hospital, depending on the injury sustained.

#### (e) Records of events

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

### 3.5.3. Minor Emergencies

#### (a) Foreign Bodies – Eyes

If the foreign body is on the white part of the eye, then remove it very gently by flushing the eye with slow running water from the nose side out. If unsuccessful, use a damp corner of a



### 3. Safety Awareness

clean handkerchief to remove it. If a foreign body is embedded or sticking in the coloured or white part of the eye, cover both eyes with pad and bandage and take person to hospital. This prevents strain on the good eye.

(b) Foreign Bodies - Throat – Child

If a foreign body is visible, ask casualty to give a sharp cough as this may dislodge the obstruction. If this fails, get them to bend over and give five sharp firm slaps between the shoulder blades. Check mouth and remove the obstruction. If back slaps fail, 5 chest thrusts. If no success having checked the mouth for obstructions, give 5 abdominal thrusts. Repeat the entire sequence three times and call for an ambulance.

(c) Nose Bleed

Lean patient forward and get them to pinch the nose just below the bony part with their finger and thumb for approximately ten minutes; reassure the patient. They can normally treat themselves. Advise them not to blow their nose but to breathe through their mouth.

(d) Fracture, Sprains

Handle the patient with great gentleness and prevent movement at fracture area by supporting the limb in the most comfortable position for the patient. If leg is fractured, support the injured limb with your hands until ambulance arrives. If ambulance is delayed or longer than thirty minutes, splint the injured limb with the sound limb by placing adequate padding between knees and ankles and secure with appropriate bandages. If you are unsure whether the injury is a sprain or a fracture, follow the same procedure as for a fracture.

(e) Dog Bites

Treat as a dirty wound and wash thoroughly with soap and water, not antiseptic, as some people may be allergic to antiseptic solutions. If there is a puncture to the skin, cover once cleaned and refer person to doctor / hospital in case a tetanus injection is required.

(f) Electrical Injuries

Check for danger and switch off the power supply. If patient is unconscious, open airway. Check breathing, check circulation and be prepared to resuscitate. Look for entry and exit wounds. Cool with plenty of cold water. Cover burns with a dry dressing and send for an ambulance.

(g) Burns and Scalds

If a small area is affected, for example a finger, ankle or arm, immerse or run the affected area under cold water for ten to fifteen minutes. When the pain has subsided, cover with a clean, dry, sterile dressing, (cling film, plastic bag), depending on the area injured. May require medical attention. Severe burns, e.g. clothing on fire, after first ensuring your safety (flames are extinguished), wrap the casualty in a clean non-fluffy sheet or towel and send for an ambulance. Severe burns can cause the casualty to go into severe shock.

**Under no circumstances should any attempt be made to remove burned clothing attached to the skin.**

(h) Poisoning

If any type of poisonous substance has been swallowed, do not induce vomiting but give sips of bland fluids to drink, i.e. milk, plain water. If patient becomes unconscious, check breathing and be prepared to resuscitate. Place in recovery position in case they are sick. Give information to paramedics along with a sample of the substance if possible. If chemicals or corrosive substance, you may wish to use some form of face shield for protection or hygiene when administering resuscitation.

(i) Dangerous Chemicals – Eyes

Irrigate the eye with copious quantities of water from a tap, bottle or jug. Holding the eyelid open, flush for at least ten minutes. If using a tap, ensure it is running slowly. Be careful not to contaminate yourself. Flush out other eye in case of splashes. Cover both eyes and take to hospital.

## 3. Safety Awareness



### (j) Epilepsy and Seizures

Protect the person from injury, move any sharp or hard objects; guide the person away from danger if he/she is having a partial seizure. Cushion the person's head if they fall down. Do not restrain the person in an attempt to prevent harm. When the convulsive part of the seizure is at an end, place the person in the recovery position. This will help their breathing. Be quietly reassuring. Stay with the person until he/she regains full consciousness.

Call an ambulance if the convulsive part of the seizure shows no sign of stopping after 5 minutes, or 2 minutes longer than is usual for that person, or if a second seizure occurs without the person regaining consciousness.

### (k) Headaches

No medication should be given as this may disguise more serious symptoms, which could react against the casualty in the event of an allergy.

For further information, regarding first aid, contact:

St John Ambulance Brigade of Ireland  
Irish Red Cross  
Order of Malta

+353 1 668 8077  
[www.redcross.ie](http://www.redcross.ie)  
[www.orderofmalta.ie](http://www.orderofmalta.ie)

## 3.6. Medication

### 3.6.1. Prescribed Medication

Leaders should not administer medication to any child or young person, however Leaders can assist a child or young person to take their own medication. Details of any prescribed medications being used by a child or young person should be set out on the Annual Parents/Carers Consent forms. It is unlikely that during the course of a normal evening, a member will need to take any prescribed medication. On a day visit or residential activity, a Leader can remind a child or young person to take their prescribed medication and assist them to take it. Written details of the medication should be received from the parents/carers. The medication must be in its original packaging, and be 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.



## 4. Areas of Potential Danger

### 4.1. Areas of Potential Danger

- 4.1.1. Probably no activity, even a simple normal parade 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 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 are particular enough to require special consideration: parades on the public highway, foreign trips, use of private cars, public transport, mini-buses and other everyday activities.
- 4.1.2. Particular care must be taken in informing parents/carers of detailed arrangements of activities where a party of 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 trained or experienced Leaders should be used to supervise activities and no equipment should be used by children and young people unless they have been, or are being, taught to use it properly.
  - 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, elastoplasts and penicillin, concerning individuals which might have implications for participation in certain activities).
  - d) All Company 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 young people should be aware of these procedures through regular emergency drills. Leaders should be aware of the location of fire alarms, extinguishers, First Aid box and stretcher. Remember, a fire extinguisher will only put out a small fire.
  - e) All emergency exits should be kept permanently clear of any obstructions. It is the responsibility of the Leader-in-Charge of the event to see that this requirement is met on an event-to-event basis.
  - f) All Company Leaders should have ready access to the properly maintained First Aid Kit and should have appropriate basic knowledge in its use. The First Aid Kit, however should not contain analgesics, burn sprays, expectorants and astringents for use with young people or Leaders.
  - g) Company Leaders should have ready access to the local doctor's/hospital's telephone number (within First Aid Box). 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/carers of any safety 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

## 4. Areas of Potential Danger



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 properly maintained and should be used under supervision by knowledgeable Company 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 of the BB unit.

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 halls are opened up a reasonable time before meetings and that an adult arrives early at any outdoor meeting point. Younger children in particular should not be expected to wait alone outside a hall prior to or at the end of a meeting, nor should they be awaiting the arrival of an adult at a pre-arranged meeting point. In particular, parents/carers of Anchors and Juniors should be encouraged to deliver and collect their children from inside the hall. At the start of each session all parents/carers should be issued with a brief note giving clear details of starting/finishing times, including the times at which Leaders can accept responsibility for young people and stating that early arrivers must remain the responsibility of parents/carers 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 young people taking part in activities requiring cookers or cooking equipment, only undertake these activities under strict and adequate supervision.
- e) Ensuring that any craft activities are well supervised, that non-toxic materials are used, that young people do not misuse implements and that they are not allowed to work alone if materials in use, or readily available, are likely to cause danger. All dangerous equipment or materials are stored in a safe manner.
- f) Any medical condition, disability or impairment notified by the parents/carers that could affect a young person's participation in any event or activity.

### 4.3. Outdoors

4.3.1. The safety problems present at outdoors events are similar to those affecting work indoors, plus others specific to the outdoor environment. Weather conditions, traffic, terrain, water, clothing are but a few of a seemingly endless list of areas for concern. The need for all Company Leaders to be properly trained, including training in First Aid emergency procedures, and knowledge of the 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 box 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. Companies should visit [www.walkireland.ie](http://www.walkireland.ie)



## 4. Areas of Potential Danger

where helpful advice and details of walks can be found. Additional considerations must include:

- a) A responsible Leader always visits, or is familiar with, the proposed site of an outdoor event before any 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 young person failing to meet reasonable clothing criteria is sensitively excluded. Sound, written communication to young people and their parents/carers 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 young people do not return to empty homes. Leaders should always consider an alternative programme in preparing for an event. The organizers 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 as a back up.
- d) Leaders should recognise that 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 special considerations threaten a Leader's ability to supervise events and extra effort is often needed to impose discipline and a sense of order.
- e) The ages of young people, their capabilities and their health records should be taken into account regarding the level and type of activity to be pursued.
- f) At any location away from home, the Leader responsible for the residential period strongly reinforces what parents/carers say with regard to requirements for their personal safety. This takes full account of road and rail safety, water safety and never going with strangers, including the dangers of accepting lifts.
- g) During residential stays, members of the Junior Section require a higher level of supervision and a responsible adult should always be close by. 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, the 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/carer, or where appropriate, An Garda Síochána 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

## 4. Areas of Potential Danger



security personnel. If the party is not remaining together, there should be clear instructions given as to a rendezvous 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 young person separated from the group should return to immediately. A card with an emergency mobile telephone number could be given in case members get split up, or miss a rendezvous 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 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/carer 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.

### Pursuits Requiring Particular Attention:

#### 4.6. Water Safety

- 4.6.1. Water Safety is a very important topic that will affect Companies 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. Companies would do well to refer to the following where information on **WATER SAFETY** can be found.

**For further information:**

Irish Water Safety  
Safety on the Water  
Royal National Lifeboat Institution  
Lifeguards Ireland

[www.iws.ie](http://www.iws.ie)  
[www.safetyonthewater.ie](http://www.safetyonthewater.ie)  
[www.rnli.ie](http://www.rnli.ie)  
[www.lifeguardsireland.com](http://www.lifeguardsireland.com)

#### 4.7. Physical Education

As this is a fundamental part of Company programmes it is worth highlighting some obvious 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, Company 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) 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 Company section members aged under 15 and



## 4. Areas of Potential Danger

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 competitions with those younger than themselves.

- d) Wherever possible, appropriate kit should be worn and young people should be advised of requirements in advance. It may be necessary to stop a person from taking part in an activity, if they are 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 be warmed up thoroughly before strenuous activity.
- g) In contact games and sports, adults should not participate as active team members.
- 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 young people falling to, or travelling across, the floor.
- i) A comprehensive First Aid Kit should be readily to hand 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 young people.
- j) Danger is minimised when the teaching of an activity follows a carefully structured programme. Company Leaders must be aware of the need for progression as a 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) Camps, holidays, expeditions (*see A.2. for particular Brigade regulations*), swimming in pools and in the sea, in rivers, lakes, canals and other waterways and other physical activities are all regular activities enjoyed by young people.
- l) Particular care must be taken by Company Leaders to satisfy themselves about the safety of their 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 [www.1st4sport.com](http://www.1st4sport.com) as this gives good practical advice on safety issues.

Further information is available from:

National Coaching & Training Centre

[www.nctc.ul.ie](http://www.nctc.ul.ie)

## 5. Leadership Ratios



- 5.1. The need for adequately trained adult Leaders is well recognised but just what is 'adequate'? Obviously, a group of seniors involved in a quiet, indoor pursuit requires minimal supervision whereas members of an Anchor Section on a visit to a theme park would require a considerable number of adult helpers. It would be all too simplistic to state leader: young people ratios but this would remove responsibility for Leaders to give full consideration to a wide range of factors which only they can best make a judgement upon. The number of adults required will depend upon the age of the young people concerned, the nature and needs of individuals involved, the type of activity being undertaken and its location. It is essential that the Leader-in-Charge is aware that the number of adult helpers alone is not everything; all adults must realise what their involvement requires of them and that they are not just being taken along 'for the ride'. The organiser of the event is responsible for fully briefing all Leaders and adult helpers, especially detailing identified hazards, allocating duties and groups of young people to the supervisors and making others aware of emergency procedures in the event of an accident/emergency.
- 5.2. As in so many safety matters, common sense must prevail and appropriate discipline, relevant to the event, must be seen as a necessary and inherent part of good, safe practice. There must be enough supervision so as to ensure the safe conduct of the proposed event. The criteria for judging the amount of supervision needed for members of a Junior Section involved in indoor team games will be quite different from the criteria for a team of highly trained Seniors on a mountain walking event. What is important is that the organisers discuss their plans with other Leaders; collective judgement on safety precautions has much to commend it. At all costs, the Captain/Leader-in-Charge must be aware of any planned ventures which depart from normal activities as it is to them that parents/carers, Church Officials and the Brigade will turn in the event of a serious mishap/accident occurring.
- 5.3. However, Child Protection Legislation and Procedures as laid down, **MUST** be followed in respect of all activities and BB Leaders have to be aware of all of these. Further information and advice can be obtained from Brigade or Regional Headquarters. The importance of being fully updated in these extremely important, but sometimes very delicate matters, cannot be overstressed.
- 5.4. Having considered the type of event planned, the number and ages of the young people involved, their individual needs, the total duration of the event, the location, the excitement factor and the need for Leaders with specialised knowledge, it will be possible to calculate a number of supervisory adults which will be required. This number must be considered as a minimum and the event, as planned, must not proceed without the minimum number present at all times. If necessary, the event must be curtailed, numbers reduced, duration shortened, another time agreed or other similar action taken so that safety criteria remain paramount.
- 5.5. Good organisation, discipline and control are required to maintain safety in any activity.
- 5.6. Further information and suggested guidelines can be found in the Department of Education and Science publication, "Code of Good Practice, Child Protection for the Youth Work Sector" at [www.education.ie](http://www.education.ie)



## 6. Reporting and Recording Requirements (Accidents/Incidents)

- 6.1. Where an accident happens at a BB event it is obviously 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.



### Key Point

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

- 6.2. First concern in any accident/emergency must be for the young person. If necessary, appropriate First Aid assistance must be administered. Providing that the event is being properly supervised by a trained adult, then this should prove to be no problem. Any 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 box. This record book 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/carers 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 boxes were checked/replenished. This record book should be subject to regular review by Leaders, indeed 'safety' should be an agenda item for all Company Leaders meetings, although, hopefully, on many occasions there will be few major issues to discuss under such a heading! The record book can also be referred to parents/carers, Church authorities, statutory bodies or Brigade officials as appropriate and should be seen as a form of 'insurance' by all Company Leaders.
- 6.4. Where an accident occurs during the course of a BB event, parents/carers 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/carers 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 young people, in these circumstances, but the emphasis should be on the prompt reporting to an interested authority, including their parents/carers or carers. 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/carers should be informed immediately. If the 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/carers promptly to inform them of the incident; this is preferable to parents/carers learning details from their child first via telephone or postcard and wondering if they have received the complete and accurate story of injuries sustained. Whatever the circumstances, when the young person returns home, the parents/carers 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 where 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 such 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 Headquarters immediately for the Brigade Insurers using the Brigade accident report form, which is available from Headquarters.
- 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 general, children over the age of 16 may

## 6. Reporting and Recording Requirements (Accidents/Incidents)



themselves give consent to surgical procedures. It is the practice to get parental consent to medical procedures for children under that age even though it is not entirely clear that parents/carers have the ultimate decision. In a recent court case, the Supreme Court ruled that only in exceptional circumstances would the court intervene to make an order that was contrary to the decision of parents/carers regarding procedures for their children.

So, in general, parental/carer consent is required for children to have medical and surgical tests and procedures and to receive vaccinations and inoculations. Read more about "Consent to medical and surgical procedures" at

Department of Health & Children

[www.dohc.ie](http://www.dohc.ie)

"Best advice" tends to show that if parents/carers sign a "Parent/Carer Consent Form" this should contain the fact that the Leader(s) acting in "loco parentis" should exercise their responsibilities in consultation with the young person, provided the young person is deemed "capable of understanding the nature and consequences of the procedure or treatment"

- 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 young person's parents/carers.
- 6.8. Any equipment used should be checked to ensure it is in good order. Damaged equipment should not be used. This should be repaired or replaced as soon as possible.



## 7. 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 young people and Leaders. A brief précis of cover through Brigade Insurance is contained in *Appendix A.3*. A synopsis of cover is sent to Company Captains annually.
- 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 Behaviour for Leaders for adults working in the BB.
- 7.3. All Leaders are sent the Safety Handbook and Code of Good Practice card on appointment to the post, and should familiarise themselves with all aspects, particularly the duty to report. The Child Protection and Safety Issues Module of The Boys' Brigade Youth Leader Training must be completed by all Leaders within one complete session of appointment.
- 7.4. Leaders and potential Leaders, as part of Youth Leader Training 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 First Aid training.
- 7.5. 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 people and their role within the Company or section. This is part of induction training for new leaders & helpers 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 where an Leader can be contacted in the event of an emergency.
  - d) They are aware of basic agreed emergency procedures.



### Key Point

The BB has mandatory training requirements for the following activities: camps, holidays and expeditions.

- 7.6. 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;

## 7. Training Implications



- ❑ 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 Gaisce Silver or the equivalent
  - iii) Advanced: for instructing and supervising expeditions up to Gaisce 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 Regional Headquarters.



## 8. Out and About

### 8.1. Parades on the Public Highway

- 8.1.1. In all circumstances An Garda Síochána must be given due notice (notice required varies according to area) in writing of any proposed parade. Such notification should include details of the Leader-in-Charge of the Parade, proposed route and timings, anticipated numbers due to attend, and any special requirements, such as the necessity to close roads. It is then essential that the times and route given are strictly adhered to!
- 8.1.2. The essential considerations for the safe conduct of Parades are set out below and ALL Leaders on Parade should be familiar with the sections relevant to them.
- 8.1.3. Safe Conduct of Parades
- Wherever possible, An Garda Síochána will attend BB parades, but their attendance or non-attendance does not remove or minimise the duty of the BB Leaders-in-Charge of such parades to ensure the safety of all taking part.
  - To obtain the presence of An Garda Síochána, it is necessary to give them notice of the parade, in writing, not less than 2 months before the date of the proposed parade. In this notification, they should be given details of the proposed route and timings, anticipated numbers due to attend, and special requirements, such as the necessity to close roads.
- 8.1.4. Considerations for the safe conduct of church parades
- Young people should march 3 abreast, and Leaders should form a fourth rank on the traffic side.
  - The column should not be wider than one half of the available carriageway.
  - Parades should be held in daylight, and in suitable weather conditions. (Although it is technically possible for parades to be held after dark, providing adequate front and rear lighting is provided, it is strongly felt that this is not realistic in the traffic conditions encountered today. Parading in foggy or icy conditions is also felt to be an unnecessary hazard for those involved).
  - 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 Garda Officer or equivalent or a BB Leader, and each of these "Stewards" must wear some form of approved "high-visibility" clothing. Training of "Stewards" may be possible as part of an ongoing programme on safety procedures.



#### Key Point

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

- If it is not possible 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.

### 8.2. Foreign and Overseas Travel (outside the Republic of Ireland and United Kingdom)

- 8.2.1. Foreign and Overseas travel offers Companies a wonderful opportunity to develop its members and the availability of low-cost and budget air-fares 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 Brigade Headquarters at the



earliest opportunity for a copy of the **information pack**, notification forms etc.



### Key Point

An overseas travel pack is available from Headquarters.

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

- what is the objective of the trip?
- the identifying and planning of a suitable 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 BB HQ;
- travel arrangements;
- passports and visas;
- parental consent;
- programme of activities and a risk assessment for each;
- emergency procedures;
- evaluation.

The detailed arrangements for such a 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 a "Plan B" 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. Guidance on a number of points that **MUST** be considered as plans are being made can be found at the BB website - All relevant regulations for camp, holidays and expeditions apply to overseas visits.

**The person leading the trip MUST notify 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 the partner organisation. There are a number of additional considerations to be given in organizing exchange visits, these are set out in the information pack for foreign trips which is available from Headquarters.



## 8. Out and About

### 8.3. Passports



#### Key Point

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

- 8.3.1. All members over 18 years of age must hold a valid individual passport. It is desirable that those under 18 years do so too, but their travel can be on a Group Passport. Some time is required to prepare an application for a Group Passport and ample time should be afforded to Passport Offices to process such an application.
- 8.3.2. In general, applications for Group Passports are cumbersome and it is recommended that each individual travelling hold a valid passport. Information on Group passports is available from the Irish Passport Service Office.
- 8.3.3. Full details of the current rules on passports can be found at [www.foreignaffairs.gov.ie](http://www.foreignaffairs.gov.ie) or from the Irish Passport Service Offices at:  
  
Passport Office Dublin  
Tel. +353 1 671 1633 or LoCall 1890 426 888 or [passportdublin@iveagh.irlgov.ie](mailto:passportdublin@iveagh.irlgov.ie)  
Passport Office Cork  
Tel. +353 21 494 4700 or LoCall 1890 426 900 or [passportcork@iveagh.irlgov.ie](mailto:passportcork@iveagh.irlgov.ie)
- 8.3.4. If the group includes young people whose national or immigration status or entitlement to an Irish passport is in doubt, it is advisable to make early enquiries of the Department of Foreign Affairs concerning the requirements of the immigration rules and the right of re-entry: Department of Foreign Affairs, 80 St. Stephen's Green, Dublin 2 Tel: +353 1 478 0822
- 8.3.5. Young people who are not nationals of any EU member state may need a visa to travel from Ireland to another member state. However, they may receive visa exemption if they are members of a group. The Department of Justice, Equality and Law Reform issues visas to applicants who are in Ireland. Visa information and contact numbers within Ireland are available through the link at [www.justice.ie](http://www.justice.ie) (see "Visa Information and Decisions")

**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.**

### 8.4. Insurance for Overseas Trips (outside the Republic of Ireland and United Kingdom)



#### Key Point

Additional insurance, over and above that provided via BBHQ, must be in place for any overseas trip.

- 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. In respect of personal medical cover, care and availability within the E.U., 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.ehic.ie](http://www.ehic.ie) Application forms are available online or may be downloaded for completion and returned by post to your local Health Office.

## 8. Out and About



- 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 EHIC.
- 8.4.4. The Leader-in-Charge of the party, 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).

### 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 members to and from Brigade 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. The Captain/Leader-in-Charge must remind drivers that it is their responsibility to ensure that passengers fully comply with the seatbelt law and child car seats law (See Road Safety Authority website for full details [www.rsa.ie](http://www.rsa.ie)) and that **ALL** of the terms and conditions of our Child Protection Policy are fully complied with.
- Where safety belts have been fitted they must be worn
  - Children aged 3 years or over who are under 150cms in height and weighing less than 36 kilograms (i.e. generally children up to 11/12 years old) must use the correct child seat, booster seat or booster cushion when travelling in cars or goods vehicles
  - Children over 3 years of age must travel in a rear seat in vehicles not fitted with safety belts.
  - Child car seats must be in accordance with EU or United Nations – Economic Commission for Europe (UN-ECE) standards
  - Drivers have a legal responsibility to ensure passengers aged under 17 use the correct seat, booster seat, booster cushion or seatbelt

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 young people be left unattended in the vehicle without adult supervision. It is incumbent upon the Captain or Leader-in-Charge to satisfy themself that young people will travel in a safe manner to any event. 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 and that vehicles will be driven in a safe manner.

- 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. Out and About

### 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. Good Leadership ratios are critical and an adult should be at the front and rear of the party. Leaders should not sit entirely separate from the young people, especially on buses where there is a tendency for all adults to reserve front or rear seats. Particular care needs to be taken over any emergency doors/windows and the proximity of young people to these. 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 young people should not be allowed to roam at will, nor run around the decks, and 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 for Company use then a reputable company with roadworthy vehicles and efficient 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 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. All drivers for minibuses must have an appropriate licence.
- 8.7.2. When hiring a minibus or coaches, it is the responsibility of the Captain/Leader-in-Charge to verify the legality and insurance cover of the operator prior to the use of the transport.

### 8.8. Minibuses Pre-Drive Safety Checklist

- 8.8.1. The law states that it is the driver's responsibility to make sure that the vehicle is in a road-worthy condition before use. Failure to do so may result in the driver being legally liable in the event of any accident. Therefore, each driver must carry out a range of checks to ensure the road-worthiness of the vehicle. **If in doubt, do not drive the vehicle.**

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;

## 8. Out and About



- 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, DOE etc.);
  - change for parking or telephone (mobile/phone card);
  - 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 and 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 and young people need to listen to the driver's/escort's/leader's instructions and carry them out.



## 8. Out and About

- 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/carers 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 at the following web sites whose addresses can be found below.

**For further information:**

Department of Transport  
City of Dublin Vocational Education Committee

[www.transport.ie](http://www.transport.ie)  
[www.cdvec.ie](http://www.cdvec.ie)

## 8.9. Use of Seatbelts

The law in Ireland requires that certain vehicles must have seatbelts. These vehicles are:

- Passenger vehicles that accommodate less than 8 people (excluding the driver)
- Passenger vehicles that accommodate more than 8 passengers and that have a gross vehicle weight of less than 3,500 kg
- Goods vehicles that have a gross vehicle weight of less than 3,500 kg
- Goods vehicles that have an unladen weight of less than 1,524 kg

All drivers and anyone occupying a forward facing front seat of any of the vehicles listed above must wear a safety belt or an appropriate child restraint, unless they are exempted.

Passengers travelling in buses fitted with safety belts must be informed of the requirement to wear them.

Children over 4 years of age may occupy a forward facing front seat of a vehicle *only* if they are using a safety belt or an appropriate child restraint. Otherwise, they must travel in a rear seat.

Passengers aged 3 years or over must wear safety belts where they are fitted, when travelling by bus.

A person aged 12 years or more who is under 150 cm in height is not required to use a seatbelt even if this is provided but they must use an appropriate child restraint when travelling in cars or goods vehicles fitted with safety belts. They are of course free to wear the belt but people under this height are outside the limits of the safety belt design parameters, so there is a possibility that a safety belt could be injurious to them in some circumstances. For this reason, the law allows them to choose for themselves to belt up or not to belt up. This is irrespective of whether they are sitting in the front or back of the vehicle.

Road Safety Authority website for full details

[www.rsa.ie](http://www.rsa.ie)

## 9. Camps, Holidays and Expeditions



### Key Point

Captains are responsible for ensuring that all the necessary certificates are held for camps, holidays and expeditions.

Camps, holidays and expeditions make an important and valuable contribution to the programme of many companies and the provision of these is to be encouraged. The Boys' Brigade has regulations and training requirements in place for Leaders leading these activities. The regulations covering camps, holidays and expeditions are set out in *Appendices A.1. and A.2.*

### 9.1. Camps and Holidays

#### Key Point

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

- 9.1.1. An Leader leading 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 Leader-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 properly 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 as Helpers.
- 9.1.5. These training and notification requirements will help ensure that due account is taken of the welfare and safety of young people, that these activities are lead by Leaders with appropriate qualifications and that the overall standard of camps, holidays and expedition work within the BB is maintained and improved. BB 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.

### 9.2. Anchor Section

Anchor Section members are **not** permitted to attend overnight events.

### 9.3. Junior Section

Junior Section members may attend organised Junior Section 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. Junior Section members, in their last year, are permitted to attend a Company Section camp.



## 9. Camps, Holidays and Expeditions

### 9.4. Visits outside the Republic of Ireland and United Kingdom

Where Company, Battalion, District or other Brigade parties intend to visit countries outside of the Republic of Ireland and United Kingdom, notification must be sent, in every case to Headquarters at least three months before the date of the visit, and their 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 and Explorations

- 9.6.1. All expeditions or explorations must be supervised by a Leader who holds an Expedition and Outdoor Leadership certificate, particularly those involving an overnight stay. Certificates are issued 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 those supervising and training expeditions within the BB award scheme including Founder's Badge and Gaisce Award Silver.
  - iii) Advanced: for those supervising and training expeditions to Gaisce Award 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 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.
- 9.6.3. All expeditions must be notified to the respective Regional Headquarters. Companies undertaking expeditions are required to complete a notification card and send it to their Regional Headquarters. Ideally, cards 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. Copies of the expedition notification cards are available from the appropriate Regional Headquarters. Alternatively, notification cards are available on the Brigade and the B.B. and The Boys' Brigade in the Republic of Ireland website ([www.boysbrigade.ie](http://www.boysbrigade.ie)), these should be completed on-line and forwarded electronically to your Regional Headquarters.
- 9.6.4. A full copy of the route card must be left behind with a responsible person. Gaisce Award expeditions held in wild country must be notified to the local Gaisce Award Panel and to the local Brigade Gaisce Award's Leader.



## 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) Anyone leading a camp or holiday of any duration, involving at least one overnight stay, must hold a valid Holiday Leadership Certificate.
- b) The Leader-in-Charge must be an Officer or Warrant Officer who has completed Youth Leader Training (or Officers' Basic Training), holds a valid Holiday Leadership Certificate and has the approval of the Company Captain to take charge of the holiday.
- c) The Leader-in-Charge has overall responsibility for ensuring that adequate arrangements are made for the safe management of the holiday.
- d) 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.

- e) Where Company, Battalion, District or other Brigade parties intend to visit countries outside the Republic of Ireland and United Kingdom, 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 holiday leader must:

- a) Be an Officer or Warrant Officer who has completed Youth Leader Training (*or Officers' Basic Training*).
- b) Participate in a training event leading to the award of the Holiday Leadership Certificate.

Both of the above requirements must be in place before the Leader 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 person attending the camp holds a current Camp Craft Certificate if it is a canvas camp:

- a) An Officer or Warrant Officer can hold the Camp Craft Certificate.
- b) A Camp Craft Certificate can be held by non BB personnel, provided that she or he is aged 18 or over and is fully committed to the objectives of the BB and its policies and meets the requirements of our policy on child protection.



## Appendices

### Camp Craft Certificate Requirements

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

- a) Be an Officer or Warrant Officer **OR** be aged 18 or over, fully committed to the objectives of the BB and its policies and meets the requirements of our policy on child protection.
- b) Participate in a training event leading to the award of a Camp Craft Certificate.

Both of the above requirements must be in place before attending the canvas camp.

### Duration and Renewal of the Certificates

Holiday Leadership Certificates last for a period of five years and can be extended by further periods of five years by undertaking appropriate re-training.

The Camp Craft Certificate lasts for a period of five years and will be kept "live" by attending at least one canvas camp within the five-year period and undertaking a responsible role at the camp. Log sheets are available from the appropriate Regional Headquarters for Leaders to keep brief details of the canvas camps 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, sending in the completed log sheets.

## A.2. Expedition And Outdoor Leadership Regulations

### Requirements to Lead an Expedition

A leader supervising Expeditions or Explorations 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 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 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 Founder's Badge or Gaisce Silver Award standards).
- iii) Advanced: for those leaders training and supervising Expeditions to Gaisce Gold 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 B.B. 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, 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 Battalions 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 Brigade Headquarters. Reporting forms are available for this purpose.

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 €3m, Brigade Headquarters should be notified before the activity takes place.

In several recent incidents, Leaders and parents/carers 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 Founder's Badge or the service element for the Gaisce 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.



## Appendices

Leaders who are responsible for the community service need to ensure that all the proper 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 Leaders and volunteers. Safety checklists are included in the record books for The Founder's Badge and Gaisce Award schemes; 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. Additional copies of the checklists and insert pages are also available from Regional Headquarters. These can also be downloaded from the BB web site [www.boys-brigade.org.uk](http://www.boys-brigade.org.uk) under library/publications or [www.boysbrigade.ie](http://www.boysbrigade.ie)

# ANNUAL CONSENT FORM



MEMBER'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/ \*Carer) \* 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/CARER CONTACT DETAILS**

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

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

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

## **ALTERNATIVE CONTACT DETAILS**

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**

It is possible that BB members may appear in photographs of company activities that will be used for publicity purposes (e.g. Church/Company Newsletter, Local Press, BB Website, etc). Care will be taken to ensure that addresses of individuals are not given but if you would prefer your child not to be included in such photographs please indicate below: \_\_\_\_\_

*If individuals indicate they do not wish to appear in any BB publicity that wish will be respected.*

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

Usual Company activities include the following:  
*(To be completed by the Company)*

SPECIAL  
EVENT/ACTIVITY  
CONSENT FORM



MEMBER'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/carers make a note of the above details.

PART B (To be completed by the Parent/Carer)

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 number): \_\_\_\_\_

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

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





## EXPEDITION NOTIFICATION

Company \_\_\_\_\_

Dates, from \_\_\_\_\_ to \_\_\_\_\_

Location (Range of Hills) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Expedition

<input type="checkbox"/> BB Awards	<input type="checkbox"/> Practice	<input type="checkbox"/> Assessment
<input type="checkbox"/> Gaisce Award	<input type="checkbox"/> Practice	<input type="checkbox"/> Assessment
<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold

Person Leading Expedition: \_\_\_\_\_

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

Expedition & Outdoor Leadership Certificate Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

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

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



## EXPEDITION NOTIFICATION

Company \_\_\_\_\_

Dates, from \_\_\_\_\_ to \_\_\_\_\_

Location (Range of Hills) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Expedition

<input type="checkbox"/> BB Awards	<input type="checkbox"/> Practice	<input type="checkbox"/> Assessment
<input type="checkbox"/> Gaisce Award	<input type="checkbox"/> Practice	<input type="checkbox"/> Assessment
<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold

Person Leading Expedition: \_\_\_\_\_

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

Expedition & Outdoor Leadership Certificate Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

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

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





## RISK ASSESSMENT CHECK LIST FOR COMPANY MEETING PLACE

It is recommended that this assessment be undertaken annually  
Assessment forms are also available for Visits, Holidays and Activities

### Getting to your Company Meeting Place

Situation	Observation	Comment
1. Is the entrance well lit?		
2. Are the paths even?		
3. Do people have to cut across a car park		
4. Is there a need to cross a dangerous road to get to the hall?		
5. Do people have to pass dangerous fences (e.g. barbed wire)?		
6. Do people have to go down an alleyway?		
7. Do anti-social groups or individuals gather round or near the entrance?		
8.		
9.		

### The Premises

Situation	Observation	Comment
1. Is there good lighting in all rooms, halls and access routes that your group use?		
2. Do people have to go up or down any stairs that could be slippery?		
3. Are electric sockets protected by safety inserts?		
4. Is the mains electricity cupboard locked or inaccessible to our group?		
5. Are the fire exits totally free from obstruction on both sides?		
6. Do the fire exits open readily?		
7. Are the fire extinguishers present and free from obstruction?		
8. Have they been serviced in the last year and are key staff trained how to us them?		
9. Is there a fire alarm and an evacuation procedure?		
10. If yes, have you practised it with the members and Leaders and when was this last done?		
11. Are chairs and tables, etc. stacked / stored safely?		
12. Can you go into a store room without material falling on you?		
13. Is all other equipment (including that used by others) stored and stacked safely?		
14. Is there access to a loft or other unsuitable space or cupboard?		

15. Can a gas supply be interfered with?		
16. Is there a kitchen that stores sharp tools? Can the cooker be interfered with?		
17. Is the kitchen a suitable, clean, hygienic place for cooking, preparing food or having a tuck shop?		
18. Can your group touch, contact or interfere with the heating source / system?		
19. Are cleaning, gardening and maintenance chemicals readily accessible to your group instead of being locked away?		
20. Are there notices and signs indicating hazardous situations, e.g. electrics, low head room, etc.?		
21. Are there trailing wires and cables etc., which your group could trip over?		
22.		
23.		

### General Arrangements

Situation	Observation	Comment
1. Do Instructors for your Company programme have appropriate qualifications?		
2. What arrangements are there for First Aid treatment?		
3. Do you have and do you complete accident reports?		
4. Is your Brigade Insurance certificate displayed?		
5. Do you ensure that no younger children leave the premises unless in the care of an appropriate adult?		
6. Do you have a register of all the children, young people and Leaders present at every meeting?		
7. Do you have the consent form details with you at all the meetings?		
8. Are young people asked to help move or carry items that could be too heavy for them?		
9. Are you satisfied with the Leaders to members ratio?		
10. Do you have Company Rules and are they adhered to by all?		
11.		
12.		

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

Name of Person undertaking the assessment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



