

## **Birmingham PHAB Camps – Leader Essentials 2019**

Please read these essentials if you are Leading a Birmingham PHAB Camp in 2019

To ensure consistency and safety compliance across all of the holidays run by Birmingham PHAB Camps, in conjunction with the detailed guidelines set out in the Leader Handbook, **all Birmingham PHAB leaders must understand and follow the following procedures for running all camps.**

**Please keep the Chair/Vice Chair informed of any occasion, where it has not been possible to meet any one of these guidelines or been identified as safer not to do so.**

### **Child and Vulnerable Adult Protection**

1. Read Birmingham PHAB Camps' Safeguarding Policy before all camps that you run and follow the guidelines within. **Please also take note of the new 2019 Positive Behaviour Guide.**
2. Ensure that all volunteers have been given the Volunteer Handbook which includes a section on Safeguarding.
3. Ensure that volunteers have full access, upon request, to Birmingham PHAB's full Safeguarding Policy before, during and after camp.
4. On camp, no volunteer will be alone with a child/vulnerable adult in a bedroom, vehicle or activity. All personal care requirements (inc. toileting) will be carried out – in consultation with the child/vulnerable adult – with more than one volunteer present to support.
5. All leaders must fully understand Birmingham PHAB's incident record keeping procedure and give out Incident Forms and remind volunteers of their purpose every day of camp.
  - Check all completed forms each day for actions needed, and then sign and log.
  - Completed incident forms must be kept in a secure place during camp and handed to one of the Child Protection Officers at the end of camp.
6. Incident forms should also include any instances where discipline was required and terms stated. Leaders are responsible for any discipline required on camp and volunteers must keep leaders informed of any behavioural issues on the camp at all times.

### **Training**

1. Read the Leader Handbook prior to all camps that you run and follow the guidelines within.
2. Attend Leader Training and additional Child Protection Training as requested by Birmingham PHAB Camps.
3. All Leaders must attend the Volunteer Training Day and take part in training new volunteers.

### **Finance**

1. Allocate a separate Bank Account to Birmingham PHAB Camps for your camp's money.
2. Provide the Treasurer with pre and post bank statements from this account.
3. Provide the Treasurer with a full set of accounts within one month (maximum) of the end of your camp. This must include: receipts for all purchases before and during your camp, and all remaining money in your PHAB account, petty cash, volunteer sponsorship and donated deposit cheques, and parent/other donations.

## Preparing for Camp

1. Carry out visits to all participants as described in the Leader Handbook.
2. Ensure **medical consent forms** are completed for all participants prior to camp.
3. Devise and send briefing information to all volunteers and participants – together with your contact details, and **run through these at the pre-meeting the afternoon/evening before camp.**
4. Cover off all GDPR requirements when setting up email/FB/what's app groups.
5. Ensure you have recruited allocated a suitable volunteer to the role of Medical Officer who will be responsible for administering and keeping daily records of all medication administered on camp (**this must not be left to individual volunteers**). Contact the Volunteer Recruitment Team or Chair of Birmingham PHAB if you are having trouble recruiting a suitable person.
6. Identify where each participant and volunteer will be sleeping.
  - Single-sex rooms are mandatory for all children/vulnerable adults.
  - *If* it is absolutely necessary to put volunteers in the same room as participants: there must always be more than one volunteer and more than one participant in all such instances. The Chair of Birmingham PHAB must be informed if this provides a logistical issue.
  - If a volunteer is 17 they must be placed with a volunteer the same age, or in a room with more than one other volunteer – same principle as the “two-volunteer” rule.

## On Camp

1. On the day of departure, arrange for volunteers to arrive half an hour before the participants, and prep them for greeting the parents and double-checking care requirements.
2. Know where everyone is sleeping and ensure that a copy of the room plan is displayed in a centrally accessible place for emergencies and fire brigade use.
3. Float on the first night and visit every care group during first personal care session and stress to volunteers to ask before using any equipment they are not sure of. This duty can be shared with other experienced volunteers, as long as they check back in with you to confirm it's been done.
4. Hold short volunteer meetings every evening to:
  - give out incident forms and remind volunteers to fill out as necessary
  - plan for following day
  - check-in with volunteers and gauge any concerns, supplies shortages etc.
  - go over / reiterate policy procedures etc.(NB: on Adult Breakaway, the meeting can also include the participants, but Leaders must make it very clear that they are always available to speak privately on any matter.)
5. Ensure that all participants follow the alcohol and recreational drugs policy, photography, and **mobile devices guidelines** as outlined in the Volunteer Handbook.
6. Ensure that the Medical Officer is giving out all medication and keeping records, and check daily that they have all the support they need.
7. Ensure that the correct wheelchair clamps (for manual and electric chairs) are present on all modes of transport used during your camp.
8. Ensure safe lifting procedures are identified – and agreed with the parent – for each participant who requires mobility support and ensure that all volunteers are informed of these procedures by the first evening meeting at the latest.