

It's vital that we run activities as safely as possible

Everyone working with children and young people must take extra care to make sure they don't come to any harm. This requirement underpins the VPC Safeguarding Policy and supporting guidance and informs all the work we do.

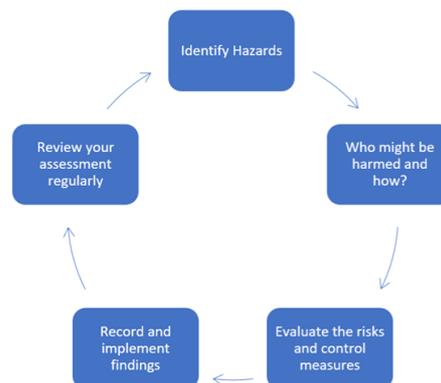
You should always do the following before running an activity:

Inform your Force Coordinator - they can support you to plan your activities and signpost you to help.

Seek permission -If cadets are under 18, you need parental permission for any of the below:

- Adventurous activities
- Activities outside the usual meeting times
- Activities away from the meeting place

Carry out a risk assessment - when planning any activity or event, you need to consider the risks involved and how to manage them.



See our additional guidance on risk assessments for more details.

The Girl Guides have a specific [page on water safety](#) which explains some of the specific risks of boating and water-based activities which may be of benefit when planning activities.

Use a qualified instructor– for adventurous activities its best to use qualified instructors for specific activities. Make sure instructors have an appropriate national governing body qualification.

Where the activity does not have a recognised instructor qualification, ensure the instructor you use:

- has up-to-date knowledge of the activity
- is proficient at the activity
- has experience of safely and effectively instructing groups in the activity
- has experience of safely and effectively instructing the relevant age group.

Use a reputable commercial activity provider - you can verify the quality of a provider by checking it has either an **Adventuremark** endorsement or **LotC Quality Badge for Adventure**.

Make sure helpers and instructors have been checked - If the activity involves one-to-one unsupervised instruction, the instructor needs a disclosure (DBS) check. The activity provider is responsible for carrying out the check and for providing written confirmation.

For other volunteers and helpers have a look at our safer recruitment guidance.

Should I go ahead with the activity?

If you are in doubt about the activity, contact the [National Safeguarding Manager](#). We can help advise if the activity is authorised or seek advice if necessary.

If, after researching the activity and seeking advice, you are not completely satisfied that you can provide the participants with a safe experience, choose another activity.