

Arrangements for overnight events / activities

When planning activities where overnight accommodation is involved, it is good practise to carry out a site visit as part of the risk assessment process.

It is particularly important to ensure safe working practices where an overnight stay is involved, e.g. VPC summer camps, Duke of Edinburgh Award expeditions. Sleeping arrangements must be documented in the risk assessment.

Leaders must, if possible, ensure that accommodation/sleeping arrangements are made such that nobody has to sleep in the same room or tent as anyone of the opposite sex. This includes leaders. No leader may sleep in the same room or tent as a cadet or child/young person if it is at all avoidable. Circumstances where this may not be possible would include the use of a bunk house or on board a boat.

If risk assessment dictates that the only safe accommodation is shared, e.g. remote expedition and only safe place is a barn, then sleeping areas within this must still be segregated. Males and females are to sleep in different areas and leaders should sleep in an area separate from young people.

If it is necessary for Leaders to enter rooms where young people are changing, then leaders working in pairs should do this. Every effort must be made to warn the young people that leaders are about to enter, so that they can have the opportunity to cover themselves.

Leaders must have separate access to bathing/toilet facilities to the young people. If this is not possible, then distinctly separate times for use of these facilities must be allocated. The idea is to ensure that no leaders are in the same facilities with young people whilst undressed.