

Arranging Residential Excursions Including Camps, Courses and Visits



When arranging a camp or other residential excursion, the following criteria should be considered:

- The escorts must have obtained a disclosure check (DBS, PVG or Access NI). Any helper who is supervising overnight (between 2am and 6am) MUST have a full disclosure check (DBS, PVG or Access NI). This does not infer that the helper needs to be awake all night, or has to “patrol” the camp, but if s/he may encounter a child / adult at risk during those hours, then a clearance must have been obtained.
- If the group contains male and female members then the supervising adults must include at least one man and one woman.
- The escorts should also have undergone some first aid training in order to be in a position to deal with any incidents which could occur, and must be in a position to prevent any bullying or harassment on the part of the young people in the group.
- If there are any serious disciplinary incidents, the group leaders should not be afraid to contact the parents and send the young person home.
- No escort should ever share a room with an individual child unless the child is so ill that they need to be monitored all night and the escort is undertaking nursing duties.
- Sharing a room with a single child who is not related to the adult leaves both parties open to allegations being made against them.
- Consent forms for each rider to attend the camp including relevant medical and dietary information MUST be completed and signed with those with parental responsibility before the event. If such a form is not complete the rider cannot attend
- The different roles of the adults attending a residential event should be made clear to ensure appropriate and continuous supervision and care for the riders.
- Instructors are generally present to teach the riders but should not be expected to additionally run the evening non riding activities. Camp helpers should be responsible for the welfare of the riders at all other times.
- The role the parent is expected to take must be discussed and agreed before the event begins and must be strictly adhered to.
- If the parent is present to supervise his/ her child then they must take over at the appropriate time.
- If the parent does not have this role, then the consent form must specify the extent of the delegation of shared parental responsibility i.e. how much responsibility the camp / excursion escorts have for each child. To what extent can the escort make decisions on behalf of the parent? Consent for additional activities may need to be solicited prior to the beginning of the event, or the parent could signify his / her consent to any deviation from the publicised programme before the event commences. If the parent has not given this consent, then s/he must be contacted prior to a child / adult at risk taking part in any change to the programme.
- If the excursion organisers have knowledge of an existing medical condition, the parents should also have given reasonable instructions as to the appropriate treatment and these instructions must be followed.
- If there is no prior knowledge then the necessary first aid procedures should be followed including gaining medical assistance if necessary.
- If more than one child is ill with the same symptoms medical advice may be required.

- If the child is upset or possibly homesick, then an adult should talk to the child, discuss the reason for the distress and attempt to discover ways in which to allay the concerns. In some situations it could be necessary to allow the child a short conversation with the parent after first alerting him / her to the need for such contact.
- If appropriate and requested it may be reasonable to give the child a cuddle, but this should always be in open environment where other escorts can clearly see.
- All medication should be given to a designated adult for safe keeping and must be kept in a locked area accessible only to the named person / people.
- No medication should be given to a child without the knowledge and consent of a person with parental responsibility.
- The correct dosage for any medication should be clearly marked on the container and followed exactly. A record should be kept of whenever the medication has been administered and by whom.
- Any instructions as to necessary medication must be included on the consent form before the child leaves for the event and must be in writing.
- Any instances of illness or other situations requiring first aid assistance or medication must be recorded and the parents informed.
- Emergency medication, such as asthma inhalers and epi-pens, may be kept by the child as agreed with the parents.
- All relevant coaches / escorts must be informed of medical conditions while child is under their supervision subject to normal confidentiality.
- Substance abuse by a rider under 18 at the residential event.
 - This is not allowed. Riders may not possess or consume alcohol, illegal or performance enhancing drugs or smoke on the residential event. If the rider is to represent their Branch / Centre or discipline at a national or area event then they are subject to the same rules on drug testing as for any other elite athlete.
- Abuse of substances by an adult on the event.
 - Any adult abusing any substance whilst working at the residential event, whether waged or volunteering, would be subject to disciplinary action and could be asked to leave. This could lead to the involvement of the police.
- Parental substance abuse.
 - Any parent wishing to collect his / her child whilst visibly under the influence of any substance will be prevented from taking the child as they are deemed to be unfit. If they insist on taking the child the police must be informed.

N.B. No adult may offer such substances to a child under any circumstances. If this does happen, the police may be involved.

Copies of consent forms which could be used for excursions can be found on the Pony Club website.

Short checklist

If going to an event, competition or day trip the Pony Club must consider:

- Transportation
- Ratios of supervisors to children / adult at risk

- Consent, including parent / guardian contact details, must be given in advance for all under 18 years
- Medical information including but not limited to dietary requirements, allergies and medication
- Codes of conducts for child / adult at risk, parents and sanctions should they be broken
- Security (risk assessment of venue)