

PERFORMANCES AND VISITS POLICY

Performances and visits must be planned and conducted in such a way that WNJYO fully discharges its responsibility for the health and safety of all who participate.

RESPONSIBILITIES

The Committee is responsible for maintaining an up-to-date and effective policy.

All supervisors must take reasonable care of their own and others' safety. They must follow this policy and act as a reasonable parent would.

The Chairperson must ensure that a Risk Assessment Action Plan and parental consent forms are completed to cover every activity.

The Group Leader (normally the Conductor) must

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check the Risk Assessment Action Plan and parental consent forms with the Chairperson well in advance of the activity	
take overall responsibility for the activity	
appoint a deputy leader	
complete the Risk Assessment & copy to all supervisors	
ensure adequate First Aid provision	
brief group members and parents (this may be done via the RAAP & consent form)	
ensure that all participants are suitable for the visit	
take Emergency Contact Information and the Emergency Procedure on the visit/event	
stop any part of the event which poses unacceptable risk	

Other supervisors share responsibility for group members and must follow the Group Leader's instructions.

Players must dress and behave sensibly and responsibly and follow leaders' instructions. They must not take unnecessary risks and must inform the leaders of any dangers or threats. Any player whose behaviour poses a threat to the visit will not be allowed to participate.

Parents must

be given detailed information about the event in order to decide whether their child will participate	
be given the Code of Conduct	
meet the cost if a player is sent home prematurely by the Group Leader	
complete and sign the Consent Form. One copy should be taken on the visit and one left with the Chairperson or deputy	

PLANNING

Tour operators should be asked to provide written assurance that they have assessed risks and put appropriate safety measures in place	
An exploratory visit is recommended, but alternative methods of gaining information can be used. Greater detail is needed for higher-risk visits	
Any charges must be paid by a date set by the Group Leader	
The Group Leader must take a First Aid Kit and know how to contact emergency services (the code is not 999 in some countries)	

SUPERVISION

A ratio of 1 adult to 15 – 20 players is recommended, but higher (1:10) levels of supervision are needed for adventurous, residential, or foreign visits	
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No-one who has not completed a Criminal Convictions Clearance should be placed in sole charge of pupils	
All adults should avoid being alone with individual pupils where possible	
The Group Leader must be competent to lead and instruct the group in any adventurous activity.	
All supervisors must carry a list of group members	
Head-counts must be regular and always held before leaving a venue	
Members must be told what to do if they become separated from the group	

PREPARING PLAYERS

Tell players what the visit will entail and what rules to follow using the Code of Conduct	
Tell players what dangers to avoid, which activities are permitted and forbidden, not to go off on their own, and what to do if they miss the scheduled departure time (telephone/text group leader, wait at departure point)	
If any medical or special needs are mentioned on the Parental Consent, establish details and make appropriate arrangements. A parent may need to accompany the pupil.	

COMMUNICATION WITH PARENTS

A Parents' Meeting is best practice for a residential visit.	
If parents do not agree to the Leader authorising any medical treatment which medical authorities consider essential then we will not take the player unless the parent also comes.	

TRANSPORT

The Group Leader must:

Plan and sustain supervision on any buses, trains etc. as good discipline is the key to safety when travelling	
Inform the group of the position of the emergency door, first aid, and anti-fire equipment at the outset	
Position supervisors suitably to supervise all players	
Ensure that seat belts are worn when provided (not required on public transport)	
Prescribe how players cross roads, choosing the safest method	
Clarify how much freedom to roam is allowed e.g. on ferries	
Ensure that players know what to do in an emergency	
Book seats in advance so that the group can travel together	
Ensure safety at pick-up and drop-off points and instruct players how to behave at these times (e.g. stay together, stand on pavements)	
Plan and supervise all stops and breaks during transport	
Ensure good supervision if there is a breakdown or accident	
Conduct head-counts or check all names when getting on or off transport	
Not administer travel-sickness tablets without parents' permission	
Hire coaches & buses only from reputable companies which hold a PSV licence	
Not use buses for long journeys unless they have seat belts	
Require drivers of private cars to provide assurance that they are appropriately licensed and insured and that the vehicle is roadworthy. Inform the driver that s/he is legally responsible for the players transported	

The easy way to address the transport requirements is via the Risk Assessment. The Leader can state that the risks are as described here and have been addressed as recommended, unless there are additional risks requiring identification & address.

INSURANCE

The Group Leader should take the details of WNJYO's policy on the visit.

ADVENTUROUS ACTIVITIES

A more detailed Risk Assessment is required for residential events and/or adventurous activities including any water-related events.

VISITS ABROAD

Players must be prepared for right-hand traffic, especially regarding entering and exiting a left-hand vehicle whose doors will not be at the kerb side	
Check that the tour operator is reputable and that the FULL air travel package is covered by ATOL, so the party can fly home even if the airline goes bankrupt. The DTI approves the following bonding bodies: ABTA, FTOT, AITOT, PSA, CPT, YCA, ABTOT. Group leaders should check that non-British companies satisfy national legislation.	
Prepare players to deal with the language, culture, laws and customs, food and drink (e.g. is tap-water drinkable?), carrying money & valuables, using the telephone & ringing home.	
Arrange all necessary vaccinations and proof of same (some receiving countries require this)	
Take photocopies of all passports, kept separately from the passports	
Check whether holders of non-British passports require visas and have right of re-entry to the UK	
Take EHIC cards to ensure medical care in the EU, and sufficient funds to pay for medical treatment in advance	
Checklist the documentation you must take: tickets, passports, visas & photocopies of all these, EHICs, consent forms, contact numbers, group lists, insurance details	
Ensure that players always carry a contact number and some money	
Ensure that all members know what to do in case of difficulty	
The Group Leader must carry the address and telephone no. of the British Embassy/Consulate	
The Group Leader should make suitable preparations to deal with illness, accidents, sun-protection, dehydration in hot climates, sleep and jet-lag	
In exchange visits the body organising hosting must be asked to ensure that host families are suitable and appropriate matches are made. Host families must be given relevant information about guests' medical or dietary requirements.	

EMERGENCIES

The Leader and supervisors must act effectively as necessary to deal with any emergency.

The Group Leader must arrange a WNJYO Contact and reserve before the visit and provide them with the completed Emergency Contact Information	
All group members must be informed of the emergency procedure	
A supervisor must accompany any casualty sent to hospital, and should provide consent for any treatment recommended by qualified medical personnel	
The WNJYO Contact should be informed of any emergency (and the British Embassy/Consulate if abroad). The details to report are: <ul style="list-style-type: none"> • Nature, date, time, place of incident • Names of casualties with details of injuries • Action taken and intended • Reminder to inform insurers and tour operator 	
Written accounts of events and evidence should be made as soon as possible	
No-one in the group should speak to the media or discuss legal liability with other parties.	
The WNJYO Contact's role is to inform parents and other relevant parties eg insurers, freeing the Group Leader to manage the emergency.	
Group leaders must decide how best to support group members who may be traumatised by a serious incident.	

Good judgment is needed in handling incidents. A broken arm which requires only routine treatment is not sufficient reason to invoke the emergency procedures or to contact parents in the middle of the night.

STEPS TO FOLLOW WHEN ASSESSING RISKS

1. Place to be visited e.g. Paris: Potential hazards e.g. walking in streets, travelling by ferry, loss of passport, unsuitable hotel.
2. List groups of people who are especially at risk from the significant hazards you have identified
3. List existing controls or note where the information may be found: e.g. ensure sufficient supervision, know details of consulate, clear guidance to p-layers, exploratory visit.
4. How will you cope with the hazards which are not currently or fully controlled under (3)? List the hazards and the measures taken to control them.
5. Continual monitoring of hazards throughout the visit: Adapt plans and then assess risks as necessary.

RISK ASSESSMENT ACTION PLAN (General use. More detail needed for residential or activity visits)

Activity/Situation /Hazard	Action Required	Target Date
Medical conditions	Prior knowledge from consent forms, discussed with parents, spare medication	
Accident or illness	Take First Aid kit. Medical insurance. Escort any casualty to hospital. Follow Policy.	
Unforeseen emergency	Follow guidance in Policy (take copy). Organisation – contact numbers.	
Weather	Check forecast. Advise suitable clothing.	
General	Approved supervisor: player ratio. Provide clear stored information about times, contact numbers, meeting places and Code of Conduct.	
Transport	Use only reputable providers. Players always instructed to wear seat belts. Position supervisors for oversight of all players. If private vehicles used, parents informed and consent given. Driver and passengers must observe the law e.g. licence, insurance, seat belts.	
Player lost	Code of Conduct. Leader has 24/7 mobile, players given number. Regular headcounts especially before/after all breaks in journey/activity. Leader to hold all players' mobile numbers, preferably in mobile's contacts list. Always carry list of group members.	
End of activity	Adults supervise players until they leave the site/drop-off point or are collected.	
Road safety	Clear instructions. Hazards explained.	
Fire etc. at venue	Follow venue's procedures e.g. evacuation routes.	
Special Needs	Leader to make any special arrangements required.	
Venues & Routes	Obtain advance information. Brief players & supervisors.	
Activity Organiser	Provide organiser's Risk Assessment to parents. Supervisors retain responsibility and can never transfer this e.g. to an instructor/coach.	
On-going	Supervisors must be continuously alert to hazards and take appropriate action as needed.	
Stranger danger	If players leave the main group they must do so only with Leader's permission and in groups of at least 2.	

Prepared by Group Leader:

Date:

CODE OF CONDUCT FOR PLAYERS AT PERFORMANCES/VISITS/EVENTS

Always follow instructions from Leader or supervisors. If in doubt, ask them.
Ensure you have the Leader's mobile telephone number and give the Leader your number. Charge your phone in advance. Contact the Leader rapidly if you become lost or late for any meeting time, or if you feel in any danger or difficulty. Give the most precise information you can about your position.
Remember that you are responsible for your own safety and that of other group members, so never do anything which puts others or yourself at risk. Inform the Leader if you feel unwell. Inform the Leader of any risk you perceive.
Do not leave the group without the Leader's permission, and then only in the company of <i>at least</i> one other group member. Otherwise remain within sight or short distance of the Leader and supervisors, especially when on transport or walking from one place to another.
Ensure you know exactly where you must be and when, and record this somewhere on paper or electronically.
Respect the laws and customs of any foreign country we may visit
Show courtesy to everyone you encounter as you represent WNJYO
Do not leave litter anywhere except in disposal bins
Always wear seat belts when provided
In case of emergency stay together in the safe place indicated by the Leader and follow his/her instructions very carefully. Do not speak to anyone from the media.
Bring instruments, music, clothing, pocket money etc. as instructed by the Leader. Be sure to bring any personal medication you may need before the end of the event.
Note who you are with at the start of the event and check that these people are also present at later stages and especially at the end. We look after each other in this way.
Take all normal care and precautions when crossing roads, getting into and out of transport etc.
Do not speak with any stranger who approaches you.
Do not consume alcohol or any illegal substance.
At the end of the event/visit ensure the Leader knows that you are leaving safely eg with your parents.
Remember that the Group Leader can only keep you safe if you follow this Code, which is required for your safety.