

Camps and residentials are always a fun highlight of the year for many young people within BB. This experience allows them to make new friends, explore new surroundings, step out of their comfort zone and explore who God is. This document provides guidance on the requirements of running a camp or residential.

● What you need to do to prepare

- All leaders/helpers attending a BB residential/camp, must be fully registered BBNI leaders and must have attended both their church and BBNI safeguarding training.
- The leader-in-charge of any BB residential/camp, including stays in a church hall must be a fully registered BBNI leader, have up-to-date safeguarding training and must have one of the following:
 - Completed BBNI Leader Training after 1 September 2023. Which includes residential/camp training OR
 - Completed Youth Leader Training prior to September 2023 and have also completed Holiday Leadership Training/Camp Craft.
- All camps must be notified to BBNI using the Residential and Camp Notification Form which can be found here – [CLICK HERE](#)
- Completed Special Consent Forms for each young person attending. (Annual consent forms only cover the young people for their weekly attendance at BB).
- Communicate with your leaders and have a solid plan in place, who is leading what and who will be doing what. Have a think about what you want to achieve over this period of time with your young people and make clear objectives.

● Ratios and Safeguarding

- There should be at least 2 leaders present at all times with any group of children or young people.
- For indoor activities: age 8 and up there should be 1 leader to every 8 young people.
- For outdoor activities: age 8 to 13 there should be 2 leaders to every 15 young people. For over 13 years old there should be 2 leaders for every 20 young people with an additional leader every 10 additional young people.
- If there are any safeguarding concerns or issues, contact our Safeguarding Officer - Lisa Keys (07496671818)
- **Anchor Boys are not permitted to attend overnight events of any kind.**

● Changing/showering etc.

- Consideration must be given to where children and young people get changed.
- Staff and volunteers must not shower in the same space as children.
- Leaders must respect the privacy of children and young people in dormitories, changing rooms, showers and toilets.
- Leaders/helpers should never enter children's rooms without knocking first.

● Risk assessments

All groups attending a camp or residential must fill out a risk assessment. While risk cannot be completely removed having a risk assessment minimises the chance of an accident happening. Not one person is responsible for this, everyone is responsible to continually assess the environment that they are in. Residentials that take place in a centre (i.e Newport, Ganaway or a non-BB centre) or a church should request a copy of the venue's risk assessment and insurance policy. This does not replace your own risk assessment that you complete for the time you are away.

You can find a template of a risk assessment on our website – [CLICK HERE](#)

Please ensure that activities are risk assessed and that an appropriate level of instruction by competent leaders is provided. Companies should also observe the leader/young person ratios as detailed in the Safeguarding Policy.

● Essentials to bring with you

To ensure the smooth running of your camp or residential it is important that you make sure you have these essentials on hand should you need them:

- A list of names of everyone attending along with emergency contact numbers - a copy of this should also be kept with the church or BB leadership team. Please also check with your church designated officer for any church procedures that also need to be followed.
- Leader contact numbers.
- Signed consent forms.
- A first aid kit.
- Any prescribed medication - in its original packaging, clearly labelled with the young person's name on it and the required dosage. It should only administered with written permission from a parent/guardian.

● Insurance – See also our Guidance on Insurance – [CLICK HERE](#)

All groups attending residentials and camps and participating in activities are covered by BBNI's insurance. Activities that are led by a 3rd party such as watersports should have appropriate insurance in place. Abseiling, paintballing and rock climbing ARE NOT covered by BBNI insurance and if you wish to participate in these activities an appropriate 3rd party company with the relevant insurance is required.