



Outdoor Policy

*Guidelines and Requirements for Guiders
and Best Code of Practice*



Catholic Guides of Ireland



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Why Outdoor Education ?

Outdoor activities have always been an integral part of Guiding. Outdoor education programmes provide opportunities for self-development; for learning to live together; for leadership and character development; for developing physical and mental strength, endurance, enjoyment and satisfaction.

CGI believes that the challenge, achievement and reward obtained from participation in outdoor activities should and can be provided with negligible risk to those taking part. This, however, requires good practice including;

- *Competent instructors*
- *Careful planning and organisation*
- *Programmes tailored to the abilities and needs of the group*

Outdoor programmes delivered in this way also bring a sense of fun and enjoyment to those taking part.

The purpose of this policy is to state CGI's requirements for Guiders wishing to take young people on outdoor pursuits as part of an outdoor education programme. Also included is a Code of Practice which should help in ensuring planning and good practice.

Code of Practice for Outdoor Activities

It is intended that this Code of Practice should be beneficial to all Guiders in charge of outdoor activity groups as well as those within the Association who have a responsibility for the welfare and safety of young people under their care, whether they are or are not directly involved in the outdoor programme.

The Guider-in-Charge has responsibility to ensure that:

1. The outdoor activity has a clear and acceptable objective.
2. There has been proper and adequate planning and preparation for the activity, including checking all equipment ensuring clothing and transport are in proper order and suitable for the proposed activity.
3. The Guiders have adequate knowledge and information of the area and any potential hazards.
4. The Guiders involved should be recognised by the Association and have the necessary training as specified by CGI's Outdoor Policy.
5. All Guiders, young people and adult helpers involved in activities should be currently registered and insured as members of CGI and should have updated membership cards or documentation to prove this.
6. The appropriate approval forms have been submitted and signed by the relevant Outdoor Advisor/Commissioner.
7. Parental Consent Forms and Health Forms have been received for each member of the group under the age of 18 years. All Guiders should also fill in a Health Form.
8. Satisfactory insurance arrangements have been completed pertaining to the activity being undertaken. Please refer to the most up to date Insurance document.
9. The proposed activity is well within the technical competence and experience of all the Guiders involved.
10. The group has been adequately prepared for the proposed activity with pre-event briefing or training having been carried out as necessary.
11. The Guiders are fully familiar with emergency procedures and relevant organisations within the area of operation.
12. All Guiders are aware of access and conservation regulations in the area of operation. *(REFER TO THE COUNTRY CODE)*

Outdoor Advisors

The responsibility for approving outdoor activities, camps or Brigín holidays rests with the designated Outdoor Advisor/Commissioner in each Diocese/Region.

An application for approval form for camp and holidays should be completed by the Guider-in-Charge and sent to the Outdoor Advisor/Commissioner at least 4 weeks in advance of the Activity etc.

The Outdoor Advisor/Commissioner must ensure that the information is correct and that the Guiders have;

- *The appropriate warrant*
- *Adhered to the specified child to adult ratio*
- *Any specific experience or qualifications required for the activities to be undertaken*

When satisfied that the application meets the requirements of the Association, the Outdoor Advisor/Commissioner will sign the approval form, returning a copy to the Guider-in-Charge who must keep this form available during the activity and retain the original in the Diocesan/Regional records.

Accidents / Incidents

In the event of an accident or emergency all details should be reported immediately or as soon as practicable to the Guider-in-Charge or her Assistant and a Diocesan/Regional Commissioner, initially verbally and then in writing.

Comments or interviews should not be made to other persons without the prior consent of the Association.

To Outdoor Advisor/Commissioner:

In the event of an accident being reported to you, ensure that all the details are collected and written down including the names of any witnesses.

Steps to be taken following an accident:

1. Notify the National Office as soon as possible
2. Complete the following forms:
 - *Witness Report Form (Appendix 1)*
 - *Accident Report form (Appendix 2)*

These forms should be sent into the National Office at;

**12 Clanwilliam Terrace,
Grand Canal Quay,
Dublin 2**

Guiders from the North should also send a copy to the Northern Region Office at;

**35 Glencoe Park
Newtownabbey
BT36 7PH**

All forms together with a report from the Guider-in-Charge at the time must be forwarded to the National Office.

3. Any correspondence from the injured parties or their legal representatives should be forwarded to the National Office without reply.
4. In the event of an accident being caused by defective equipment, the same should be retained for inspection by a representative from the insurance company.
5. All accidents, no matter how minor, should be recorded in an Accident Book.

Training Qualifications and Assessment

1. Introduction

Camping is an essential part of the Association's programme. It provides opportunities for self development not usually available during the company meeting. Camping is part of the adventure of Guiding and one of the activities which makes Guiding unique.

2. Qualifications

Any person who runs any Guide camp, pack holiday or overnight activity must hold the appropriate qualifications of the Association. There are two qualifications which may be obtained.

(a) The Holiday/Indoor Warrant

The holder of the Holiday/Indoor Warrant may take charge of Holiday for Brigín Guides, Guides or Ranger Guides. (*Holiday is defined as any type of holiday other than a Camp under Canvas*)

The Holiday Warrant may be obtained by a Guider who;

- (i) Is 18 years of age.
- (ii) Has successfully completed the Basic (Leadership) Training Course and a Holiday/Indoor Warrant Course.
- (iii) Has participated in at least two holidays.
- (iv) Has successfully completed the Holiday/Indoor Warrant Assessment.
- (v) Holds a current First Aid Certificate.

(b) The Camp Outdoor Warrant

The Camp Outdoor Warrant allows the holder to take charge of a camp under canvas for Brigíní, Guides or Ranger Guides and an indoor holiday for the same.

The Camp Outdoor Warrant may be obtained by a Guider who;

- (i) Is at least 18 years of age
- (ii) Has successfully completed the Basic (Leadership) Training Course and Camp Outdoor Warrant Course.
- (iii) Has participated in at least two Guide camps
- (iv) Has successfully completed the Camp Outdoor Warrant Assessment.
- (v) Holds a current First Aid Certificate.

Overnight Activities

Any overnight activity including night hikes, midnight walks etc. must be run by a Guider who holds a Camp Outdoor Warrant. Sleepovers in dens or other indoor overnight activities, may be run by a Guider with an Outdoor/Holiday Warrant.

3. Content of Warrant Assessment Course

(a) Holiday / Indoor Warrant

- (i) Forward planning and administration
- (ii) Menu and planning, purchase, cooking and storage of food.
- (iii) First aid, health and hygiene.
- (iv) Safety – including fire drills, use of gas appliances.
- (v) Role of the Guider
- (vi) Programme planning
- (vii) Guiders must hold a current First Aid Certificate

(b) Camp Outdoor Warrant

In addition to the above:

- (i) Choice of layout of campsite
- (ii) Choice and care of equipment
- (iii) Menu planning, choice of food, storage and cooking out of doors.
- (iv) Camping skills; Fires and fire lighting
 - Knots and lashings
 - Gadgets and pioneering
 - Use of equipment / gas appliances
 - Tent pitching – setting up patrol sites
- (v) Health, hygiene and sanitation out of doors
- (vi) Programme planning for the out of doors.

N.B. Warrants are automatically renewed when First Aid Certificate is renewed, proof of which should be sent into Diocesan/Regional Office.

General Rules and Regulations

For all outdoor activities away from the group's normal base, careful advance planning is essential to help ensure that the objectives are met and that the trip is successfully accomplished.

The Guider-in-Charge should exercise judgement on whether such a trip requires full documentation.

The Guider-in-Charge should also satisfy herself that any centres booked meet the required levels in terms of staffing, equipment, safety policy, general organisation and Public Liability Insurance Cover.

(a) Number of Guiders

There must be at least three Guiders present throughout the camp or holiday, one of whom must be a Guider who holds the appropriate warrant.

For a Brigín Guide holiday there must be at least one Guider to every six Brigíní at all times.

For a Guide/Ranger Guide camp or holiday there must be at least one Guider to every eight Guides/Ranger Guides at all times.

(b) Permissions

- (i) Parental Consent Forms: The Guider-in-Charge of camp/holiday must have in her possession the written permission of the Parent or Guardian and a completed Health Form for every member under 18 years of age (*including Guiders*).
- (ii) Approval to run any camp, holiday and overnight activity must be obtained by the Guider running the camp/holiday/outdoor activity from the appropriate Outdoor Advisor/Commissioner within her Diocese/Region. The Outdoor Advisor/Commissioner must satisfy herself that the Guider-in-Charge holds the appropriate warrant for the proposed camp/holiday/activity and that an acceptable ratio of Guiders will be present and that a suitable programme has been drawn up.

(c) Safety

Fire

- (i) On all camps and holidays the participants must be made aware of the appropriate fire precautions which must be taken.

- (ii) The Guider-in-Charge must satisfy herself that:
 - The accommodation has been checked out by the local Fire Officer and passed as a suitable place for the number of people involved.
 - That there are adequate and effective fire exits and that there are sufficient and appropriate fire extinguishers and blankets provided.
- (iii) Fire Evacuation Drill – on every camp/holiday the participants must have been instructed in a fire drill and must have taken part in such a drill.

(d) Mixed Camping

- (i) Camping with boys, whether Scouts or other Youth Group Members, requires separate camping and sanitary arrangements, suitably situated and adequately private.
- (ii) It is the responsibility of the Guider-in-Charge to ensure the Scout or other Youth Group is adequately supervised and has the approval of the Officers of that Association.

(e) Organisation and Behaviour

It is the responsibility of the Guider-in-Charge to ensure that the ethos of the Catholic Guides of Ireland is upheld and the good name of the Association is maintained at all times. This is done by adequate planning, responsible behaviour and by adhering to the Code of Practice.

All Guide and Ranger Guide camps are run using the Patrol System.

The Guide Promise and Law should be central to every holiday or camp.

N.B. The consumption of alcohol is forbidden on all camps, holidays and sleep-overs.

International Camps and Overseas Trips

- ***When planning an international camp the Guider must follow the guidance in the International Handbook.***
- ***All notification for international camps must be submitted 3 months in advance.***

- ***The Guider to Child Ratio is:***

1 adult for every 6 Brigíní *

1 adult for every 8 Guides / Rangers

However in special circumstances the International Commissioner or Outdoor Commissioner may advise the lowering of this ratio.

Cygnets are not permitted to travel outside the country.

** Brigín Guides may only travel out of the country as part of a unit trip. (Please refer to the International Handbook).*

- ***Every group attending an international camp must have a minimum of 3 Guiders and at least 2 additional adults who do not have responsibility for Guides / Ranger Guides.***



Catholic Guides of Ireland

Banóglaigh Católicí na hÉireann

Application for Approval for a Day Trip (Form 1)

This form should be completed at least 4 weeks in advance of the proposed activity by the Guider and given to the relevant person in the Diocese/Region.

Name of Company _____

Section _____

Purpose of visit and specific objectives _____

(a) Date(s) of Visit _____

(b) Estimated time of Departure _____

(c) Estimated time of Return _____

Place(s) to be visited _____

Transport _____

Name of organising group (if any) _____

Financial Arrangements _____

Existing knowledge of place to be visited and if a preliminary visit is required _____

Size and composition of party _____

Number of participants _____

Age Range _____

Adult/Child Ratio _____

Application for Approval for a Day Trip continued...

Names, relevant qualifications and specific responsibilities of Guiders accompanying the party

Names, relevant qualifications and specific responsibilities of other adults accompanying the party

Copy of information given to parents YES NO (Please Tick)

Members of the party with specific disabilities/dietary requirements _____

To: Outdoor Advisor/Commissioner

I request your approval for the proposed visit in respect of the details outlined above.

Signed _____ Date _____

Guider-in-Charge

To be completed by Outdoor Advisor/Commissioner

I have examined the above proposal and am satisfied with the planning, organisation and staffing.

Signed _____ Date _____

Outdoor Advisor/Commissioner

It is important that the Diocese/Region and the Guider-in-Charge retain a copy of this form.

Copy returned to Guider on _____ Date _____



Catholic Guides of Ireland

Banóglaigh Católicí na hÉireann

Application for Approval for a Camp/Brigín Holiday (Form 2)

This form should be completed at least 4 weeks in advance of the proposed activity by the Guider and given to the relevant person in the Diocese/Region together with a copy of your proposed programme.

Name of Company _____

Section _____

Purpose of visit and specific objectives _____

(a) Date(s) of Visit _____

(b) Estimated time of Departure _____

(c) Estimated time of Return _____

Place(s) to be visited _____

Transport _____

Accommodation Type _____

Name _____

Address(es) _____

Tel No _____

Owner _____

Name of organising group (if any) _____

Financial Arrangements _____

Existing Knowledge of place to be visited and if a preliminary visit is required _____

Application for Approval for a Camp/Brigín Holiday continued...

Size and composition of Party (numbers attending) _____

Age Range _____ Adult/Child Ratio _____

Names, relevant qualifications and specific responsibilities of Guiders accompanying the party

Names, relevant qualifications and specific responsibilities of other adults accompanying the party

Copy of Information given to parents YES NO Please Tick

Members of the party with specific disabilities/dietary requirements _____

To: Outdoor Advisor/ Commissioner

I request your approval for the proposed visit in respect of the details outlined above.

Signed _____ Date _____

Guider-in-Charge

To be completed by Outdoor Advisor/Commissioner

I have examined the above proposal and am satisfied with the planning, organisation and staffing.

Signed _____ Date _____

Outdoor Advisor/Commissioner

It is important that the Diocese/Region and the Guider-in-Charge retain a copy of this form.

Copy returned to Guider on _____ Date _____



Catholic Guides of Ireland

Banóglaiġh Catolicí na hÉireann

Parents Permission to Camp (Form 3)

Name of Unit _____

Section _____

The _____ activity/camp/holiday will be held at _____

From _____ To _____

The fee will be €/*£* _____ including travelling expenses _____

A deposit of €/*£* _____ should be paid to _____

Guider-in-Charge

by _____

Travel Details:

Guides/Brigíní should be at meeting point by _____ am/pm on _____

They will arrive home at approximately _____ am/pm on _____

Date _____ Signed _____



Parents' Consent Form

I am willing that _____ should attend the activity/
camp/holiday detailed above.

Signed _____ Date _____

Parent/Guardian

I give permission for my child to be photographed /filmed in normal guide activities and the photographs/
film to be displayed or used as part of the internal or external publicity of the Association.

Signed _____ Date _____

Parent/Guardian



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Banóglaiġh Catolicí na hÉireann

HEALTH FORM

All information will be treated as confidential.

SURNAME _____

FIRST NAME _____

DATE OF BIRTH _____

ADDRESS _____

CITY _____ POSTCODE _____

Tel (H) _____ Tel (Mob) _____

UNIT _____ GUIDER _____

Family Doctor _____

Name _____

Address _____

Tel No _____

NEXT OF KIN _____

Name Relationship _____

Address _____

Tel (H) _____ Tel (Mob) _____ Tel (W) _____

Names of anyone else who has parental responsibility for the child _____

HAS YOUR DAUGHTER BEEN IN CONTACT WITH ANY INFECTIOUS DISEASES WITHIN THE LAST MONTH? Yes No

If Yes, please give details _____

DOES YOUR DAUGHTER HAVE ANY ALLERGIES? (e.g. penicillin/aspirin/nuts etc.) Yes No

IS SHE REQUIRED TO CARRY AN EPIPEN? Yes No

PLEASE LIST ANY HEALTH PROBLEMS YOUR DAUGHTER MAY HAVE (e.g., epilepsy, Asthma etc.)

IS YOUR DAUGHTER TAKING OR USING ANY FORM OF MEDICATION? Yes No

If Yes, please give details _____

She will require a minimum of _____ days supply for this trip.

HAS YOUR DAUGHTER HAD AN ANTI TETANUS INJECTION? Yes No

If so, give approximate date of last booster _____

DOES YOUR DAUGHTER REQUIRE SPECIAL FOODS OR SPECIAL PREPARATION OF FOOD FOR ANY MEDICAL CONDITION SHE MAY HAVE? (Please state medical condition and requirements e.g. Coeliac Disease, Diabetes) Yes No

IS YOUR DAUGHTER A VEGETARIAN ? Yes No

IS YOUR DAUGHTER ABLE TO SWIM 50 METRES ? Yes No

HAS YOUR DAUGHTER HAD HER PERIOD YET? Yes No

Please reassure your daughter that if she has her period on this trip she can approach any Guider on site in confidence.

PLEASE USE THIS SPACE FOR ANY FURTHER INFORMATION _____

EMERGENCY CONTACT NUMBERS

PLEASE SUPPLY US WITH A FURTHER TWO TELEPHONE NUMBERS OTHER THAN THE NUMBER LISTED ABOVE _____

CONSENT IN CASE OF AN EMERGENCY

I Hereby give my permission to _____ (Guider-in-Charge) to give consent for whatever emergency medical/ surgical treatment deemed necessary for my daughter

Name (Block Letters) _____

Signature _____

Relationship _____ Date _____

Tel (H) _____ Tel (Mob) _____

PLEASE NOTE:

All medication should be in an official container specifying the child's name and the name and dosage of the medication.

CGI cannot be held liable if you omit any medical or health details relating to your daughter on this form.

IF TAKING YOUR GUIDES OR RANGERS ABROAD PLEASE FILL IN SECTION BELOW

Blood Group (If known) O+ / O- / A+ / A- / B+ / B- / AB+ / AB- _____

Religion _____

Passport No _____

EU/Non-EU _____

EHIC PIN _____

EHIC Card No _____



Catholic Guides of Ireland

Banóglaigh Católicí na hÉireann

ACCIDENT REPORT FORM Appendix 2

Name of Injured Party _____ Age _____

Address _____

Contact Details _____

Name of Guiders _____

Time and location of accident _____

In the course of what activity did the accident occur? _____

Describe fully the circumstances of the accident _____

Describe fully the nature and extent of the injuries suffered _____

What treatment was given? _____

Was any further action recommended? _____

If yes, please say what and to whom you spoke _____

Signature of reporting Guider _____ Date _____

Name of Unit _____ Section _____

Notes





Catholic Guides of Ireland



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