

68th Doncaster (Hatfield) Scout group

In Touch Procedure (March 2015 V1)

Overview

The leader in charge (LIC) of the activity will have a hard copy of the contact details for all members including adults and Young Leaders, who are active in their section.

Parents and next of kin will be provided with the mobile phone number of the section leader, so that they can be contacted in an emergency.

ALL camps MUST use the more traditional 'home-contact' based system. This will be clearly communicated to the parents on the pre-camp paperwork.

Member contact details

The contact details must include:

- name of member,;
- name of next of kin (2 if possible);
- with their home; and (if available)
- their mobile number(s).

It is good practice to have at least 2 hard copies of the contact list available, each with a different leader.

If the activity is a split one (e.g. half doing "a" and half doing "b") then the LIC of each half must have the list to hand.

Leaders to be mindful of the Data Protection Act and will keep contact details in a secure place.

New members

If any new members join the meeting/activity (young or old), their details MUST be collected at the start of the session and written on the contact list.

Also the parents or next of kin will be given the name and mobile number of the LIC.

This should normally be done via the registration sheet, but other paperwork may be used as necessary.

Traditional Home-Contact based system for camps

A home contact (HC) person will be sought. Camps of over 3 nights duration may have two or more HC's (the fewer the better).

The HC will be provided with a full list of names, addresses and at least one telephone number for all campers.

The HC will also have the mobile number of at least one member of the camp leader team. They will know how to contact the DC and DDC. They will also be provided with the telephone number and address of the camp site (if possible).

The HC's home and mobile telephone number will be provided to the parents in the pre-camp paperwork.

Contact between parents and LIC and vice versa will be via the HC. However, in the event of minor issues the LIC may choose to by-pass the HC. The HC will be informed as soon as practicable. The HC will be advised when the camp is complete and all members are returned to their parents.