

# Britain Yearly Meeting Children and Young People's Work



## Event & Activity Management Policy Procedures & Guidance 21

This policy applies to all Britain Yearly Meeting centrally managed work with children and young people (see <http://www.quaker.org.uk/event-and-activity-management>)

### Adult to Child Ratios

The centrally managed work with children and young people within Britain Yearly Meeting operates under the Churches' Child Protection Advisory Service's (CCPAS) child protection policy which includes guidance on Adult to Child Ratios for those aged 8 and under.

In order to supervise children's activities safely it is necessary to have sufficient adult leaders and helpers (aged 18+). The CCPAS guidance is to apply the following ratios:

\* Age under 2 ratio of 1:3

\* Children aged 3 and over ratio of 1:8

CCPAS give no guidance for those over 8. The NSPCC guidance for over 8s is as follows:

\* Children aged 9-12 ratio of 1:8

\* Children aged 13+ ratio of 1:10

These ratios must be applied assuming there are at least two adults present.

A risk assessment should be carried out for activities and especially where it is:

- outdoors
- high risk or dangerous
- when catering for people with disabilities or special needs

The results of the risk assessment may mean ratios need to be increased. The most important thing is to be specific in written guidance and expectations.

For guidance on risk assessments see Event and Activity Management Policy, Procedures and Guidance 7.

## **Residential Events**

It is highly desirable that in a mixed group there are leaders of different genders. Where this is not possible it may be that back up can be provided in close proximity/at the event e.g. by resident staff or day or local volunteers. Consideration should be given to the provision of rest periods for staff/volunteers. The number of people appointed for a particular residential activity (including camping and sleepover) should, therefore, always take account of any pre-agreed rest periods and the needs of the staff/volunteers.

Adults need to sleep in separate but adjacent sleeping quarters. Attention needs to be given to adequate provision for different genders, together with those providing the accommodation/site. Separate sleeping areas need to be provided for different genders and different age groups of children and young people. Where this is not possible, arrangements need to be made to ensure adequate separation of the age groups within the sleeping accommodation.

Attention needs to be given to safe access for the children/young people to adult leaders and to toilet facilities during the night.

Changing and showering facilities should be single gender and separate from adults. If this is not possible timetables for the facilities should be drawn up.

It is good practice to carry out site visits or if that is not feasible, floor plans should be obtained, to ensure adequate preparation.

The Salvation Army “safe and sound” resource especially unit 9 <http://bit.ly/SalvationArmySafeSound> and The Methodist Church <http://bit.ly/GuidanceResidentialsMethodist> are useful resources in relation to these considerations.