

IN TOUCH

A District or Group policy to cover all sections and to include

1. How leaders will communicate

- With families
- With participants
- With GSL/DESC or a home contact if one is used

2. How families will communicate

- With a named leader
- If & How with participants
- With GSL/DESC or a home contact if one is used

3. If & How participants and families will communicate?

4. Confirm communication process to all

IN TOUCH Policy

This document outlines for ALL leaders and helps the 'In Touch' policy for all events and activities. The policy will be reviewed as necessary.

- 1. Information to be held for all members, youth and adult, of the Group:**
Completed 'Youth/Adult Information Form' or health document/joining document and/or permission forms that includes emergency contact details.

- 2. Non Overnight Events and Activities:**
 - A personal documents folder to be held by the Activity leader. This folder will contain documents as detailed in para 1 for all persons involved in the event or activity
 - Members and as appropriate parents/carers will be notified of start and finish times
 - Group Scout Leader or District Explorer Scout Commissioner advised (not necessary to advise DC)
 - At the beginning of the event or activity all members and parents/carers will be advised on how to contact leaders
 - Communication with parents/carers of non emergency information is the responsibility of the leader in charge
 - In an emergency the leader in charge, or nominated person, to advise the Group Scout Leader, District Commissioner and parents/carers, as required, of the situation and actions taken
 - Serious incidents, as defined by the Scout Association, to be reported to the Scout Association on **0345 300 1818**

- 3. Overnight Events and Activities**
 - A personal documents folder to be held by the Activity leader. This folder will contain documents as detailed in para 1 for all persons involved in the event or activity
 - Members and as appropriate parents/carers will be notified of details of the event/activity including start and finish times
 - NAN form, (Nights Away Notification), used to advise GSL and DC in advance of event/activity
 - At the beginning of the event or activity all members and parents/carers will be advised on how to contact leaders
 - Group Scout Leader or District Explorer Scout Commissioner must be advised by leader in charge of safe arrival at destination and safe return from event/activity
 - A suitable person, with DBS Clearance, may be nominated as the 'home contact' and will have a list of all persons taking part in the event/activity including emergency contacts
 - Communication of all non-emergency information to parent/carers is the responsibility of the leader in charge
 - In the event of an emergency the leader in charge is responsible for advising the Group Scout Leader, DESC, DC and parent/carers of the situation and actions taken.
 - Serious incidents, as defined by the Scout Association, to be reported to the Scout Association on **0345 300 1818**