

SAFE SCOUTING & WHAT TO DO IN AN EMERGENCY...



scouts.org.uk/safety

**THIS CARD IS FOR ALL ADULTS IN SCOUTING.
IT CONTAINS ESSENTIAL INFORMATION – KEEP IT WITH YOU.**

EMERGENCY: WHAT DO I DO...?

In the event of an accident:

01. Alert the appropriate emergency services, if required.
02. Alert your District Commissioner or their designate:

Contact
details:

03. Alert the emergency contact of those individuals involved.
04. If you are abroad, alert any agencies that you are required to by the insurers.

In the event of a serious accident, incident or loss of life:

- Contact the Duty Media Officer (contact details are on the back of this card).

Air and deep water accidents:

For accidents during air activities or during water activities in coastal or deep sea waters:

- Notify the appropriate government agency.

Informing Headquarters:

In the following circumstances, you must inform Headquarters via the Scout Information Centre at the earliest opportunity

- Someone suffers a personal injury requiring a doctor, dentist or hospital.
- Someone requires a rescue involving an emergency service.
- Someone dies.
- Third party property is damaged.

Key Points:

Do – keep a record of actions and communications.

Do – refer all news media to the Duty Media Officer.

Do – take care if the news media contact you. Seek support in these situations before talking to the media by calling the emergency support number.

Don't – make any admission of liability.

Don't – initiate contact with the news media.

SAFE SCOUTING: A CODE OF CONDUCT

- Do** – ensure all activities are approved in accordance with POR (Rule 9.1)
- Do** – identify hazards and discuss how they will be managed to reduce risk (see the Activities - Risk Assessment factsheet; Staying Safe checklists for managers, executive committees and sectional leaders).
- Do** – ensure all meetings, events or activities have a leader in charge who is responsible for overseeing the activity and all adults and young people. This includes, registers, headcounts, allocation of roles to specific adults and checking they are aware of their specific responsibilities (see leader in charge info at www.scouts.org/safety). The best way of doing this is for all adults who will be involved in the activity to agree which one of them will undertake this function.
- Do** – give young people appropriate training, guidance and rules.
- Do** – be prepared to deal with accidents (have a first aid kit and relevant emergency contact details).

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- Don't** – be afraid to stop or alter an activity being run by you or another leader.
 - Don't** – put your needs above those of young people. Ensure activities are appropriate for the young people involved.
 - Don't** – ignore concerns expressed by adults or young people.
 - Don't** – assume that someone else is managing safety – always check.

Reporting potential accidents:

- If you see an activity, premises or equipment which is potentially dangerous, report it to the premises manager, line manager or activity organiser immediately.
- If your concerns are ignored, contact the responsible GSL/Commissioner or body.

Reporting near misses:

- We would like to hear about any situations that could have led to injury, illness or damage. This will help us to improve the advice and information we give to the Movement and prevent future incidents. Near misses can be reported via the Scout Information Centre or www.scouts.org.uk/nearmiss.

CONTACT DETAILS

Scout Information Centre:.....0845 300 1818

Duty Media Officer:020 8433 7100

A recorded message detailing the contact telephone number of the Duty Media Officer is available after hours.

Scottish Headquarters:

Office hours..... 01383 419 073

After office hours..... 020 8433 7100

Northern Ireland Headquarters:

Office hours..... 02890 492 829

After office hours..... 07973 301 195

OUR POLICY

To provide Scouting in a safe manner without risk to health, so far as is reasonably practicable.