

Group Leader Supervision Responsibilities

All the team at Hatfield Outdoor Activity work together with visiting group leaders to ensure a consistently safe environment is provided for all.

With that in mind, we would like to ensure that you know what we expect of you as a leader and how you can play your part in ensuring the safety of all participants and leaders.

- ❖ Throughout the entire trip the group leader will be in loco-parentis of every child.
Group Leaders will have the right to remove a child at any time from any activity that they deem necessary.
- ❖ Specific learning outcomes for the trip are to be noted on the booking form, the centre management team will then make every effort to tailor an activity programme to meet these outcomes.
The group leader and supporting staff will monitor the group's achievements against these standards.
- ❖ Transferring group authority: To ensure that this is clear to everybody, the activity leader will count the group at the beginning and verbally announce the start of the session.
At the end of the session a second group count will take place and numbers agreed, the activity leader will verbally announce the end of the session.
- ❖ During a programmed activity session, authority of the group transfers to the Hatfield OAC team member. That team member reserves the right to exclude any individual or curtail the activity session for safety reasons if they deem that necessary.
- ❖ We encourage group leaders and supporting staff to engage with their groups during activity times. Although we do not insist on a staff member being present at each activity base, their location on site must be made known to the management team should the need arise for their immediate attendance.



- ❖ There must always be a nominated supervising adult responsible for the group on site.
- ❖ A code of conduct for the centre is in use with every group, the group leader is responsible for ensuring all group members are aware of its contents.
- ❖ First aid provision on site is provided by Hatfield OAC staff during staffed hours. The group leader will decide if an individual requires additional medical support.
Outside of staffed hours it is the responsibility of the group leader to ensure sufficient first aid provision is in place for the nature and size of their group.
- ❖ Should a group member require additional medical support the group leader should make arrangements to contact the parent/guardian of the individual, in order to do this effectively the party leader must hold a copy of emergency contact details for every group member.
- ❖ Hatfield OAC staff can not administer any form of medication; this is the responsibility of the group leader.
- ❖ Overnight supervision is provided by group leader and supporting staff. Unless pre-booked, there will be no Hatfield OAC staff onsite. The group leader will be briefed on the overnight operating procedure, given a tour of the site to identify the fire evacuation routes, as well as being given a master set of keys. A member of Hatfield OAC's management team will be on-call 24 hours a day to deal with any issues which you may have. Where appropriate, they will be able to attend site.



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