

15th Kettering Avondale Scout Group

InTouch Checklist

This document has been produced by the Group leadership for communication during weekly meetings at our base, meetings away from our base, Group or Section organized events and residential experiences. In the event of an abnormal event this document must be reviewed prior to the event.

How Leaders will communicate with parents

Weekly Meetings/Outside Meetings

- Each section leader will hold a list of young people and contact details of parents which will be accessible to all leaders present on the night.
- The GSL or Section Leader will be the responsible party for contacting parents and will only be referred to another leader in event of sickness or absence

Individual Parent

If urgent contact required mobile phone or face to face contact at home.
If non urgent either phone, e-mail or letter to home.

All Parents

If urgent texts to all, mobile phone.
If non urgent e-mail or letter to home.

Contact with Parents during meetings

There will normally be no contact expected during weekly meetings except in the event of an emergency as detailed above. Parents will be advised of these details by sending a copy of our InTouch arrangements.

Residential Experiences and Trips

- The Home contact system will be used to record all details and held by the Leader in Charge or Camp Leader and Home Contact.
- The Leader in Charge or Camp Leader will be the responsible party for contacting parents and will only be referred to another leader in event of sickness or absence or other incident.

Individual Parent

If urgent contact required mobile phone from Leader in Charge,/Camp Leader or Home Contact, or face to face contact by Home Contact.

All Parents

If urgent, texts to all, mobile phone from Leader in Charge or/Camp Leader or Home Contact.
If non urgent e-mail or letter to home.

Contact with Parents

There will normally be no contact expected unless in the event of an emergency as detailed above. Parents will be advised of these details by sending a copy of our InTouch arrangements.

How parents will communicate with Leaders

Weekly Meetings/Outside Meetings

- Parents will be provided with GSL and Section Leaders mobile phone numbers and e-mail addresses with our InTouch arrangements.
- Any parent may contact the GSL or any Section Leader to discuss any issues they may have at any time by phone, e-mail or face to face on meeting nights.
- Parents will be advised by communicating our InTouch arrangements with GSL and Section Leaders details.

Residential Experiences and Trips

- Parents will be provided with Camp Leader or Leader in Charge emergency contact details prior to departure.
- It is not expected for parents to need to contact the Camp Leader or Leader in Charge except in the event of an emergency and this will be communicated with emergency contact details.

How participants and parents will communicate

Weekly Meetings/Outside Meetings

- Generally no expectations for any communication except in emergency circumstances, Section Leaders contacts to be provided with this document.

Residential Experiences and Trips

- Generally no expectations for any communication unless the Leader in Charge or Camp Leader decides this is the best course of action and will be carried out via mobile with two leaders in attendance. There will be no mobile phones allowed on any event except for leaders and generally these will cover more than 1 network and the Leader in Charge must ensure charging is available of some sort.

Communication between Leaders and Commissioners in the event of an emergency

- Contact will be by telephone by GSL or Home contact to DC.

Home Contact

- It is a Group decision that a home contact will always be available for residential experiences of greater than 24 hrs duration.

Adult Only Events

Meetings/Outside Meetings

- No expected contact requirements, all leaders should carry mobile phones if available.

Residential Experiences

- The leader in charge must ensure that more than one mobile network phone is available and charging facilities available somewhere.
- All adults will be responsible for their own contact arrangements with their home, except in the case of an emergency when this will be the responsibility of the GSL or Organiser of the event.

Miscellaneous

- The leader in charge of the meeting, event or residential experience will be responsible for reviewing this document and ensuring it adequately covers the specific event.
- The Leader in charge must ensure that charging facilities for at least one mobile phone is available either through mains charging or car charging. If this is not possible consideration must be given to an additional battery or phone only to be used as a backup.