

Guidance for Assessment Visits

Are all the participants safe? Are the girls having fun?

Module 2 Element c

iii) Is the emergency home contact system in place? Are the emergency contact reports near the doors/fire exits and assessable to all? (module 3c i, module 4c iii)

iv) Have all the health forms for the girls and adults been collected in and stored so they are available throughout the event? (module 4d i, ii)

Module 3 Element a

ii) Is a risk assessment available that covers the venue and all activities taking place? (module 3a iii, 3b ii, module 4c iv, module 5b iii, 5e iii, 6b iv)

Module 3 Element c

iii. Has a fire drill been carried out?

iv) Have all participants been briefed on the site/house rules, safety and boundaries?

v) Have any additional needs of the participants been considered?

Module 4 Element a

iii) Is there an appropriate first aid area with first aid kit and lockable medicine box? Is there a suitable method for recording treatment and medication given? (module 4b i, ii, 4e i, ii)

Module 4 Element d

iii) Is there evidence that the health and welfare of all the participants has been promoted?

Module 5 Element d

ii) Is the caterer maintaining good food hygiene standards?

Module 5 Element e

i) Are the girls involved in the tasks?

ii) Enjoy a meal. Did the caterer arrange the preparation, cooking and serving of food?

iv) Is there a first aid box in the kitchen?

Module 6 Element b

i) Is there a basic daily timetable and programme of activities displayed? (module 6d i)

Module 7 Element c

i) Is there a jobs rota displayed?

Module 8 Element C

i) Is there a dismantling camp plan in place?