

The Group Leader and Responsibility

- The leader of a group of young people to Buckden House has ultimate responsibility for the students' welfare; under common law they are *in loco parentis*. Clearly, there is a duty of care under Health and Safety legislation which covers all considerations.
- In some circumstances this responsibility can be discharged by entrusting safety to the leadership and guidance of other, more highly experienced and qualified, individuals. By visiting a centre passed by Adventurous Activities Licensing Authority, and undertaking those activities offered there, you have taken due care to ensure that instructional staff are appropriate individuals to whom safety may be entrusted.
- A group leader may assume that responsibility for safety rests with the centre for all programmed activities, as long as all visiting adults accompanying groups are seeking, and following, the guidance of Buckden House's instructional staff. This is the case for teachers leading non adventurous activities unaccompanied by Buckden staff, as well as those sessions directly led by instructors.
- Under all other circumstances, the responsibility for students' welfare rests with the accompanying adults. This includes any students unable to take part in activities due to ill health or withdrawn from the programme for any other reason. In some circumstances the Centre may be able to supervise such individuals, but only with the agreement of the Head of Centre.
- It is the Group Leader's responsibility to ensure adequate staffing for the needs of the group. This may be taken as a minimum of at least one adult per activity group, and a minimum of two overall. All accompanying staff (including parents and voluntary helpers) should have successfully completed a full CRB check.
- The planning of the programme is carried out following consultation between the Group Leader and the Head of Centre. It is the Group Leader's responsibility to arrange this planning session (at least two months in advance). Buckden House is the most suitable venue for his meeting; a pre-trip visit is mandatory if this is a group's first trip to Buckden.
- It is the Group Leader's responsibility to create a risk assessment suitable for their group in the building, including safeguarding identified high risk areas, and appropriate supervision levels both on and off activities.
- The Group Leader is responsible for the Parental Consent Forms, and associated documentation; this may be stored in the filing cabinet in the downstairs office.
- It is the Group Leader's responsibility to ensure that other paperwork, included in this document, is completed before arrival. The documents that

must be completed are: i. the medical summary sheet, ii. The room list, iii. The Visiting Staff Briefing sheet.

- It is the Group Leader's responsibility to ensure that all other adults accompanying the group are briefed - at their discretion - as to the contents of this document.
- It is the Group Leader's responsibility to ensure that all students are made aware of the House Rules in advance of the visit.