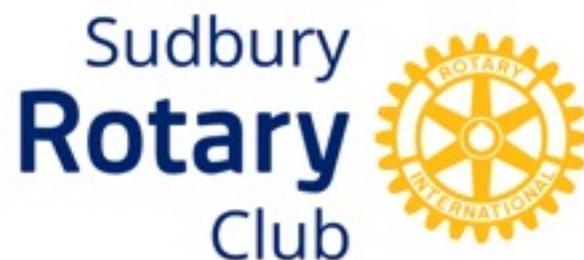




Sudbury Crucial Crew 2018

Teacher's Information Pack



Contents

Welcome and Introduction to Sudbury Crucial Crew	page - 3
Essential & Contact Information	page - 3
Action Plan for the 4 weeks before Crucial Crew	page - 4
Safety & Security	page - 5
Photography	page - 5
Websites	page - 5
DBS Checks and Crucial Crew Volunteers	page - 6
Rotary Club - Safeguarding Policy	page - 7
Rotary Club - Public Liability Certificate	page - 9
Crucial Crew Risk Assessment	page - 10

Welcome to Sudbury Crucial Crew - 2018

This Information Pack is intended to give you all the information you require in order to ensure that your group has a fun, enjoyable and safe session during your visit.

Whether you have been to Sudbury Crucial Crew before or not, please take the time to read through the information below and if you have any questions please feel free to contact us - you can find our contact details at the bottom of this page.

What is Crucial Crew?

Crucial Crew is a 'hands-on' week long activity for Year 6 school children living in and around Sudbury, Hadleigh and surrounding villages. It has been organised, funded and run by Sudbury Rotary Club since 1999.

The next Sudbury Crucial Crew will run from 23rd to 27th April 2018 and, during the week, we will be providing safety experiences for another 745 youngsters from 28 local schools, bringing the total since the start to around 12,000.

The aim of Crucial Crew is to provide a fun and stimulating environment for children to:

- ◆ become more aware of personal safety
- ◆ learn how to react correctly to dangerous and threatening situations
- ◆ understand the role the emergency support services play and how and when to contact them
- ◆ be aware of their own actions and the safety of others.

Every child visits ten scenarios where they are taught valuable safety messages. The scenarios will tackle issues of personal safety such as:

- | | |
|--------------------|-----------------------------|
| ★Fire safety | ★Dealing with peer pressure |
| ★First Aid | ★Internet Safety |
| ★Road safety | ★Taking care in the sun |
| ★Making a 999 call | ★Staying safe near dogs |
| ★Safety near water | ★Dealing with Bullying |

Please note that we no longer run the 'Tuck Shop' scenario.

Essential Information

The venue is : AFC Sudbury, Brundon Lane, Sudbury CO10 7HN

Times :

Morning session - arrival 0900 for 0915 start, Finish and depart by 1200.
Afternoon session - arrival 1245 for 1300 start, Finish and depart by 1545.

Contact Information :

Crucial Crew Team : David Taylor, Gill Norton, Jenny Beckham,
Richard Kemsley, Margaret Mead

e-mail contact : david@dandjt.com

Emergency telephone : 0750 601 2291

Action Plan for the 4 weeks before Crucial Crew

Towards the end of March you will be sent a pack of self-stick printed Crucial Crew labels. The colours / symbols indicate which group the wearer will be in and you need to choose how groups are made up beforehand.

- ▶ **Each badge should have the child's first or known name in clear black letters** so that all scenario operators can address each child directly. Please try to make names as large and as clear as possible.
- ▶ If your pupil number has increased and you find that you do not have sufficient badges, please e-mail me and I will arrange for additional badges to be available on arrival. This will allow me to even out groups if need be and optimise group sizes.
- ▶ If numbers are down on the day, **please do not eliminate any one individual group**, but spread evenly between all groups otherwise a very small group might result and the scenarios will not work as intended.

During the two weeks before Crucial Crew, please make sure that you :

1. e-mail a mobile contact number for one of the staff bringing the children,
2. Please advise us of any known issues with your youngsters due to previous trauma related experience e.g. house-fire, road accident etc. This will be treated in the strictest confidence. We will use the information to alert the appropriate scenario leader, who can treat the situation sympathetically and appropriately.

For instance :-

- ▶ Has anyone suffered the loss of a close relative or friend in a fire? Previously, a girl had to be taken from the Fire Experience scenario in tears before telling a Fire Officer that her uncle had died in a fire.
 - ▶ Are any of the above scenarios likely to induce an adverse reaction in a youngster?
3. Two of the scenarios will require the use of stairs - no lift is available so **please let us know if this is likely to cause a problem.**

On the day :

- it is important to aim to arrive at least 15 minutes before the actual start time as indicated above to allow a prompt start. Most sessions involve three or four schools and it is not helpful if those that have arrived on time are kept waiting for late comers.

Problems with transport can occur and we ask that you make contact if you are going to be late.

If you are going to arrive late, please telephone to advise us on 0750 601 2291.

- **If possible, please arrive with badges stuck on clothing so they can be clearly seen.** If badges have to be distributed on arrival, please arrange for all staff to help, so that the start is not delayed. On arrival, head to the main building at the end of the car-park and book your group in on the clip board in the Main Hall.
- Sit all the children on the floor, leave them there, and teachers head for the refreshment area. Please do not give any prior information to the children as that may ruin the initial impact - just leave them and we will take over.
- **All teachers should wear or have proof of their identity with them.**

Safety & Security

- Our Risk Assessment for Crucial Crew is set out in the document “2018 Guidance and Safety Notes”, which is included at the end of this pack.
- Please encourage the children to wear appropriate clothing and bring anoraks etc. as some of the scenarios will take place outside.
- Some scenarios are active and require children to lay, crawl and move around. We therefore encourage youngsters to wear trousers as part of uniform or dress down for the event.
- Please ensure that any child using an asthma inhaler has the necessary medication with them and that they inform their guides or instructors should they experience any problems with any of the scenarios.
- Children with special needs or medical conditions should be accompanied by an adult at all times and one of the Crucial Crew organisers notified of this on your arrival.
- Information on our policy regarding DBS checks is included on page-6 of this pack.

Photography

We expect no casual photography, but we would like to take some official photographs to help us promote Crucial Crew. Also, please note that the media are being informed about Crucial Crew and may choose to turn up at some point during the week.

If there are any children among your group who should not be identified for any reason, or whose parents or guardians do not wish for them to be in any publicity photos, then please tell us which group(s) they are in on arrival and we will make sure that we avoid these. You should also make the media aware as appropriate.

Websites

There are two websites that offer access to on-line activities, which will provide additional information, safety exercises and games to re-enforce and extend what pupils have learnt at Crucial Crew :

- Sudbury Crucial Crew - www.sudburycrucialcrew.co.uk
- Suffolk Crucial Crew - www.suffolkrucialcrew.uk

If you would like more information about Sudbury Rotary Club and our activities, please feel free to explore our website : www.sudburyrotary.com.

DBS Checks and Crucial Crew Volunteers

A frequent question from participating schools is “Are all of the volunteers in Crucial Crew DBS checked”? The answer is not a simple ‘yes’ or ‘no’.

Sudbury Rotary Club operates within the guidelines required by RIBI (Rotary International Great Britain and Ireland). A copy of this can be supplied if required.

A number of Rotary Club members hold valid DBS Certificates and we anticipate that at least two certificated Rotarians will be in attendance at each session. Quite a number of volunteers are friends of Rotarians, but have not been DBS checked

Current legislation does not require us all to have DBS checks as Crucial Crew is not a ‘regulated activity’, since it does not happen on a regular basis. The relevant guidance is given below :

1. *Reference : “Changes to disclosure and barring: What you need to know”; HM Government, May 2012; (Ref : https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97875/leaflet-england-wales.pdf) :*

The new definition of regulated activity relating to children comprises only:

- (iv) unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;
- (v) work for a limited range of establishments (‘specified places’), with opportunity for contact: for example, schools, children’s homes, childcare premises. Not work by supervised volunteers.

Work under (i) or (ii) is regulated activity only if done regularly and not work by supervised volunteers.

2. *Reference : “Regulated activity in relation to children : Factual note by HM Government ”; (Ref : https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf) :*

A regulated activity is defined as the teaching, training or instruction of children, carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight.

If any school considers that these provisions are not sufficient, then it will be possible for a school’s teachers to escort a group containing their own pupils. In such a case we require :

1. the school must notify us of their intention by 1st April,
2. the school is responsible for providing a sufficient number of suitably recognised teachers for the number of groups affected,
3. the school MUST arrive at the latest by 08.40 for a morning session or 12.40 for an afternoon session so that teachers can be briefed on the route through the scenarios.

We think that it can be a distinct disadvantage for teachers to lead groups as the children are likely to look to the teacher for guidance and advice, when they should be thinking for themselves. It is essential therefore that a teacher DOES NOT offer any guidance or advice to their group.

David Taylor.

Crucial Crew Coordinator.

ROTARY INTERNATIONAL GREAT BRITAIN AND IRELAND (RIBI)

PROTECTION OF CHILDREN POLICY

Applicable to all Clubs and Districts in RIBI

Policy Statement

The Clubs recognise that the services it provides are used by children.

The Clubs believe that children have the right to be secure from abuse, and RIBI are committed to protecting all the children in their care from harm.

The Clubs will appoint a Rotarian as the Safeguarding Children/Child Protection Officer. This Officer will have suitable experience, training and expertise, and will be responsible for liaising with appropriate outside agencies and RIBI in any child protection matter.

The Clubs have a duty to ensure the welfare of all children who may be at risk. This duty involves reporting the risk to an appropriate agency and RIBI and by promoting a safe environment within the Club.

The Clubs will take every possible action to prevent abuse and to deal with it as promptly and effectively as possible if it occurs.

Aim of the Policy

The central aim of RIBI's Safeguarding Policy is to inform all Rotarians of:

- RIBI's approach to the Safeguarding of children
- ways in which the Clubs do this
- the steps taken to avoid abuse taking place
- the actions that will be taken by the Clubs to deal with abuse if it occurs

Definition of Abuse

Abuse of children may take any of the following forms:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

Responsibility

RIBI has a duty to ensure that all Clubs working with children adopt safe practices.

The Clubs will undertake Disclosure & Barring Service (DBS)* checks on all new and existing Rotarians as appropriate and will undertake regular education of its members to minimise any risks to children posed by Rotarians or others who may be supporting Rotary activity involving children.

The Clubs have a duty to report serious concerns relating to abuse to appropriate agencies including the Disclosure & Barring Service (DBS)* and the RIBI Compliance Officer.

RIBI will:

- Set out and inform Rotarians of the procedures for responding to suspicions or evidence of abuse
- Incorporate material relevant to issues of abuse on the RIBI website
- Maintain vigilance concerning the possibility of abuse of children from whatever source
- Encourage a climate of openness which enables Rotarians to pass on concerns about behaviour that might be abusive
- Produce and regularly revise policies and procedures to minimise the risk of abuse
- Ensure that all Rotarians are aware of the main indicators of child abuse
- Investigate any allegations of abuse quickly and thoroughly in conjunction with appropriate agencies
- Implement improvements to procedures if an investigation reveals deficiencies in the way in which RIBI operates
- Collaborate with other relevant agencies in combating abuse and improving the protection of children

Districts will:

Appoint a Rotarian as the Safeguarding Children/Child Protection Officer. This Officer will have suitable experience, training and expertise.

Ensure that all Club Safeguarding Children/Child Protection Officers within their District receive regular education to minimise any risks to children posed by Rotarians in their District

The Clubs expect its members to:

- Refrain from any abusive action in relation to children
- Report to the Club anything they witness which is or might be abusive
- Co-operate in any investigation into alleged abuse.

Rotarians should be aware of who they may turn to for advice if they become aware or suspect that abuse is occurring.

Failure by Rotarians to report incidents or suspicions of abuse may lead to disciplinary and/or legal action.

**** or relevant state authority***

Rotary Club Public Liability Certificate



Bartlett & Company Limited
Chartered Insurance Brokers
Broadway Hall
Horsforth
Leeds – LS18 4RS
United Kingdom

Tel: +44(0)113 258 5711
www.bartlettgroup.com

CONFIRMATION OF INSURANCE

13 June 2017

TO WHOM IT MAY CONCERN

Rotary International in Great Britain and Ireland

We act as insurance brokers for the Rotary International in Great Britain and Ireland and confirm the following insurances for the insurance period 01 July 2017 to 30 June 2018.

POLICYHOLDER	
Rotary International in Great Britain & Ireland and in Gibraltar including Districts and Clubs, Rotaract, Interact, Interim/Provisional Rotary Clubs, Rotakids, Rotary Foundation of the United Kingdom, Rotary International in Great Britain & Ireland, Donations Trust including legally constituted club trusts and registered charities established for the management of Trust Funds which are directly connected to and managed solely by any District or Rotary Club and its Members within Great Britain & Ireland, RIBI Districts Youth Exchange Association, RIBI Youth Service Events, Rotary Youth Leadership Awards, New Generation Service Exchange, Rotary Community Corps, Satellite Clubs.	
INSURANCES	
Employers' Liability	
Insurer	Ecclesiastical Insurance Office plc
Policy Number	02/CBP/9082014
Limit of Indemnity	Each and every claim £10,000,000
	Includes Indemnity to Principals
Public Liability	
Primary Insurer	Ecclesiastical Insurance Office plc
Policy Number	02/CBP/9082014
Limit of Indemnity	Each and every claim £2,000,000
Insurer	Chubb European Group Limited
Policy Number	UKCASO07804117
Limit of Indemnity	Each and every claim in excess of £2,000,000 £13,000,000
Insurer	CNA Insurance Company Ltd
Policy Number	CW0001625
Limit of Indemnity	Each and every claim in excess of £15,000,000 £5,000,000
	Total Limit of Indemnity £20,000,000
	Includes Indemnity to Principals and Voluntary Helpers
	Excludes the setting off of fireworks

This letter is issued as a matter of information only and confers no rights upon the recipient of this letter other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policy or policies as described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy described herein is subject to all terms, conditions or exclusions of such policy. Limits shown may have been reduced by paid claims.

Broker at **LLOYDS**

Registered in England no. 364202

Authorised and regulated by the Financial Conduct Authority

Offices and Associates Worldwide

Crucial Crew Risk Assessment

The following 'Guidance and Safety Notes' form the Crucial Crew Risk Assessment.



Crucial Crew 2018

The Rotary Club of Sudbury



GUIDANCE & SAFETY NOTES

This event has been organised by The Rotary Club of Sudbury. The Club Protection Policy, RIBI Child and Vulnerable Adult Protection Policy and RIBI Health and Safety Policy all apply to this event. Copies of the documents referred to are available for inspection if so required.

The nominated Rotarian co-ordinating this event is David Taylor. In the event of any accident or query please contact the above [coordinator@sudburycrucialcrew.co.uk] or any Rotarian.

There will be a minimum of five Rotarians present for the duration of the event, which runs from Monday 23rd April through to Friday 27th April, 2018.

Everyone taking part has a set of written instructions and is asked to read the following guidance and **safety notes (which are over the page)**. If you are unsure, or feel that that you have inadequate information, **please ask before the event starts**.

GUIDANCE NOTES

- Before setting off to visit the various scenarios, escorts should take careful note of how many children they have in their group. In the event of any problem you should be able to account for the total number in your group. **ACTION - ALL GROUP LEADERS**
- Toilets are located on the ground floor between scenarios H and J. A disabled toilet is located in the entrance lobby. **If a child asks for the toilet, the group leader should send or take the child to the Administration Area and seek assistance from one of their teachers.**
ACTION - ALL GROUP LEADERS
- The event involves ten groups of up to nine children moving at regular intervals between activities. All movements should be made at a smart walking pace. Children should be stopped from running to activities. **ACTION - ALL GROUP LEADERS**
- Escorts with groups are asked to stick to the route as detailed on the instruction cards in order to minimise the risk of a cross over between groups when activity changes occur.
ACTION - ALL GROUP LEADERS
- Changes of activity will be signalled by two-tone sounders which will operate for no more than 3 seconds. The final scenario will be indicated by a second sound of a similar duration. All groups should then return to the main hall. **ACTION- ALL GROUP LEADERS**
- Teachers are welcome to visit the scenarios, but are respectfully requested not to take part or offer advice to youngsters. In the unlikely event of any disruptive or unruly behaviour, escorts will ask the teacher(s) to remove the child from the event and assume charge of the child. **ACTION - ALL GROUP LEADERS & TEACHERS**
- Group leaders may be requested to assist with supervision at some scenarios. Please take careful note of advice from scenario staff and, where appropriate, specific local risk assessments that are prepared for some scenarios.
ACTION - EVERYONE TAKING PART
- Children and escorts will be moving about in the car park, where one scenario is located. Except in an emergency, and then only with supervision, cars should not be moved while activities are in progress. **ACTION - ALL DRIVERS**

SAFETY NOTES

The venue has been inspected and you should take careful note of the following.

- Activities are spread over two floors with two being located outside. Exercise care when moving between activities, where there are changes of floor level, and on surfaces which may be uneven or wet. **ACTION - ALL GROUP LEADERS and ALL ADULTS**
- Some surfaces might be slippery in wet weather and care will be required when accessing the external scenarios. **ACTION- ALL GROUP LEADERS and ALL ADULTS**
- Some of the activities employ electrical supplies and equipment. This has been tested and is safe for use. In the event of any concerns or apparent damage to cables or equipment, group leaders should immediately remove children from the activity and advise the organisers. **ACTION - ALL GROUP LEADERS and SCENARIO OPERATORS**
- In the event of any accident or incident, however small, please call 0750 601 2291 or send one of the group to the Administration Area. In the event of a more serious accident, do not move the injured person until a first aider is present at the scene. **ACTION - ALL ADULTS and 1st AID PERSONNEL**
- **In the event of a fire or any other emergency** which requires the building to be evacuated, sounders will operate. All group escorts should immediately gather their group together and take them onto the Car Park between scenario B and the Main Entrance. Teachers should also go to the same location and check that all children from their school are accounted for. **ACTION - ALL GROUP LEADERS and TEACHERS**
- The safety of the participants and volunteers operating the event is a priority. All children will have badges to identify them to the scenario operators. All adults will be wearing a "Crucial Crew" Badge. **Any one else without a badge should be challenged. If in doubt please contact the organisers who will ask any unauthorised person to leave the building.** **ACTION - EVERYONE TAKING PART**

Postcode for AFC Sudbury (if an ambulance is needed) is CO10 7HN

Assessment Date	Carried out by :-	Checked by :-	Action Required
23 rd April 2005.	John Philips (RIBI H&S Officer)	David Taylor	Copies available to all taking part prior to the start of the event.
Reviewed and updated 5 th October 2017.	David Taylor	Richard Kemsley	Adults need to ensure that children are warned as appropriate. No other action is required at this stage.