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| **Activity:** | Free Time | **Location:** | HQ and Off-Site | **Last review date:** | December 2022 | **Produced by:** | Alex Windows (Section Leader) |
| **Next review date:** | December 2025 | **Quality Assured by:** |  |

TSA Managing free time activities safely guidance - <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/managing-free-time-activities-safely/>

| **What are the hazards?** | **What are the risks?** | **Who is most at risk?** | **What control measures will be put in place?** |
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| **Behaviour** | Young people out of sight.  Wandering off  Injuries | Young People | * The location should be visited and assessed before an activity begins so any potential issues are considered and controlled. * Set clear boundaries and expectations of behaviour before allowing young people to undertake free time. * Give reminders of boundaries and expectations of behaviour/code of conduct during free time. * Set time limits for free time and regular ‘check-in’ times where all young people meet back at an agreed meeting point, every 30 mins or an hour depending on the location and age of young people. |
| **Injuries / Emergencies** | Young people on their own.  Distress. | Young People | * Young people should be told what to do in the event of an emergency. * Young people should always be in groups, e.g. two can go back to the leaders for help one stays with the injured person. * The location of the leaders should be made clear to young people – use a landmark or an easy to remember location. * Leaders and young people may be identified with a necker - young people can be told that they can go to the nearest adult for assistance. |
| **Splitting Up** | Injuries  Getting lost/wandering off.  Distress. | Young People | * A leader should stress the importance of staying in groups before the activity begins. * If required, depending on the age and dynamics of the young people, a leader should assign young people to groups for free time. * Regular check-in times will check young people are staying in their groups. |
| **Young people with additional needs** | Difficulties with groups/other children.  Wandering off/getting lost. | Young People | * The young person and their needs must be known by the leaders. * Discussion with the parent/carer on the best way of dealing with the situation. * A young person could choose a group to be in. The other group members confirm they understand their responsibilities and are happy to help the young people. * A young person and a friend stay with leaders. |
| **Weather** | Injury  Hyper/hypothermia etc. | Young People | * Agree on signal for returning to base, three whistles. * Young people should be suitably prepared for the weather conditions and activities, such as waterproof coats and trousers in wet weather or sun hats and sun creams applied in warm weather. * Where a whistle will not work due to background noise or distance, a leader may go and round up groups and stays in touch with other leaders using a mobile phone. |