

Strategy Plan North Shropshire Pony Club Senior Camp 2026

- Detail who the supervisor will be for each night of the camp

Every night: Ann Gregory, Fiona Waland, Steve Jones, Simon Ing. On rotation: Rebecca Cameron, Victoria Caswell Wedderkopp, Teresa Wixey, Kaye Wheeler

All have been DBS checked and attended a safeguarding course

- Detail where each supervisor will sleep

Supervisors will sleep in their own lorries, caravans and tents

- Detail the process you have in place to prevent and manage any situation or Issue

The adults supervising in camp will remain in the camping field rather than the dining marquee so they will be able to keep a watch over the children in the evenings. Children have been told not to go into any tent except their own.

If a situation arises, children have been told to talk to any of the adults in camp, and there are also safeguarding posters on display in 3 locations at camp so children have a number of the safeguarding officer to call if they would prefer.

Members attending have been asked to sign the camp rules, and have them outlined again at the start of camp. Members are aware that they must remain within the camp field and toilet area and must not go to the yard, cross country course or arenas without permission and supervision.

- Detail the facilities of the venue/campsite and the mechanism in place to safeguard members

There are separate boys and girls toilets and showers. Liveries and hirers do use the arenas and cross country course when the campers aren't riding, but there is pony club adult presence to ensure members do not end up in a situation where they are alone with any liveries or hirers, and members are told not to go to the yard without an adult present on the yard, and not to go to the cross country or arenas when they are not riding.

- If going off site, detail the facilities of the venue and the mechanism in place to safeguard members off site

No off site visits are planned

- Detail of supervisors if Members are going off site – See Transporting Children Policy

n/a

- Detail how you will provide support for all Members

All members can approach their line leader, a senior pony club member helping at camp (18 years +), their instructor, daytime committee members or night time supervisors if they have any concerns, worries or issues. All members concerns will be taken seriously and appropriate steps put in place to deal with their concerns.

- Detail the process to record concerns a parent or guardian may raise

If a parent comes forward with a concern, the person who was approached will record what was said at the time, and inform either the Camp Leader, DC or Safeguarding officer as appropriate. The

supervisors in camp will establish what has happened and take the necessary steps to resolve the issue. This may necessitate informing head office of any concerns or seeking advice from head office as to the best way to proceed. All conversations and emails with head office, and everyone involved, will be recorded at the time.

- Detail the process to record any concerns a member may raise

If any child comes forward with any issue which needs intervention, the person who was approached will record what was said at the time, and inform either the Camp Leader, DC or Safeguarding officer as appropriate. The supervisors in camp will establish what has happened and take the necessary steps to resolve the issue. This may necessitate informing head office of any concerns or seeking advice from head office as to the best way to proceed. All conversations and emails with head office, and everyone involved, will be recorded at the time.

Emergency Procedures

The Branch has an Emergency Procedure in place to cover, for example,

- A child going missing
- Fire breakout
- A child needing hospitalisation
- A child being sent home for poor behaviour

The Emergency Procedure will be practised with all the campers on the first day of camp and all volunteers and coaches will be informed. An airhorn is sounded and all members will gather outside the dining marquee. In the case of a missing person, this will ensure all other members are accounted for, and can be supervised together with those adults contacting the appropriate authorities and parents, whilst the other adults can continue the search for the missing person. If a child goes missing a Missing Person Form will be completed, and the form is to be filled in. In the case of a fire, all members will be gathered together outside the dining marquee, and the adults will alert the fire brigade. Only adults will go to the yard to release the horses if the stables are at risk from the fire.

Members, parents/guardians and anyone attending camp, (such as volunteers, coaches, overnight supervisors), must be made aware of the Emergency Procedure. All attending camps must attend a practice Emergency Procedure briefing on the first day. An additional surprise drill may also be organised.

If a child needs hospitalisation, and their parent cannot take them, the adults in camp will take the child to hospital and if necessary additional adults will be asked to attend camp to ensure the correct ratios of adults to children is maintained.

If a child has broken the rules and is being sent home, the parents of the member will be informed and asked to collect the child. Depending on what they have done, they may be permitted to return to ride each day but not camp, or they may be asked to leave completely, in which case their pony would also have to be taken away at the same time.

Dealing with Ill and Unwell Children

- If a child in your care is ill or upset, as a concerned adult, you will express sympathy for him/her
- If the adult has knowledge of an existing condition, the parents should also have given instructions as to the appropriate treatment and these instructions must be followed and recorded
- If there is no prior knowledge, then the necessary first aid procedures will be followed including gaining medical assistance if necessary and a record made
- If more than one camper is ill with the same symptoms medical advice may be required
- If the camper is upset or possibly homesick, then the adult will talk to the camper, discuss the reason for the distress and attempt to discover ways in which to allay their concerns and make them feel comfortable
- In some situations, it could be necessary to allow the child a short conversation with the parent after first alerting the parent to the need for such contact or even to return home overnight
- If appropriate and requested by the camper there is no problem in giving the camper a cuddle, but this should always be in an open environment where other leaders or coaches can clearly see