



Wick Players

14/14a Moray Street, Wick, Caithness, KW1 5QF
Registered Scottish Charity No. SC019009
Private Limited Company No. SC358114

Policy

Policy No. POL05

Please take note that where the words “we”, “us” or “directors” are stated, this refers to the board of directors of Wick Players who oversee the successful running of the club.

The board of directors of Wick Players has adopted this policy and each member is expected to support and to comply with it.

Policy on Overnight Stays.

Wick Players is committed to a policy on overnight stays.

Occasionally, Wick Players will travel for special occasions and events, such as the SCDA Festival. It is vital that the information outlined in this policy is adhered to.

- Accompanying adults must be members of the organisation, be known to the junior members and hold a PVG disclosure. Supporters of the organisation's aims are encouraged to attend events.
- There must be at least one nominated adult who will be the point of contact for parents of the junior members.
- Accommodation arrangements must respect the privacy of the junior members.
- Adults should not enter a junior member's room unaccompanied.
- Access to rooms by other junior members (except their own) should not usually occur and should be discouraged.
- In the event of a medical or other emergency, the first priority must be the junior member.

A written itemised itinerary should be provided for parents / guardians / carers. This should include the following: *Dates, Times, Locations, methods of travel, Names of accompanying adults.*

All parents / guardians / carers of junior members must provide the following information, usually and most likely on an issued form. This information will be held by the group leader. A copy of the completed form must be made and kept by the parent / guardian / carer: *Contact number and name of parent / guardian / carer, Emergency contact number, Medical information of the junior member, if the junior member is on any medication (if so the name's' of the medication's'), allergies, permission for the administration of medication and first aid should this be required.*

If a junior member's actions give cause for concern, a responsible adult must speak sensitively to the junior member. All actions must be recorded. Details must be communicated quickly and clearly to the designated officer.

This policy was accepted by the board of directors of Wick Players on: *02/03/2022*

Signed on behalf of the board of directors of Wick Players:

Jayden Alexander

(Secretary)

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Wick Players will ensure that all directors are aware of this policy.

Wick Players undertake to make a copy of this policy and the code of practice available to all members.

This policy was accepted by the board of directors of Wick Players on: *02/03/2022*

Signed on behalf of the board of directors of Wick Players:



Jayden Alexander

(Secretary)