

## Code of Conduct and Transfer of Responsibilities Policy

Yorkshire Dales Guides Ltd (YDG) are responsible for the activities and equipment that they provide, and for ensuring that these are provided in accordance with statutory requirements. YDG guide(s) are responsible for the safety and instruction of participants during the activities they provide.

### Children, Young People (CYP) and Vulnerable Adults (VA) Activity Groups

Signed consent and medical forms must be provided by the visiting/supervising staff to a Yorkshire Dales Guides (YDG) staff member. These forms must include adequate details of any medical, behavioural or special needs for the purposes of enabling the guide leading the activity to give informed advice to visiting staff members on the suitability of the intended activity and activity site, and whether necessary provisions for those needs can be put in place. It is essential that visiting staff provide advice regarding the participants and offer appropriate support to enable the guide(s) to safely and adequately perform their duties.

The visiting staff accompanying the child, young person or vulnerable adult (CYP or VA) on their activities maintain overall responsibility for the behaviour management of their group at all times. Many YDG staff have experience and training working with CYP of various and complex needs and while we excel at fostering and promoting positive behaviour, our responsibility first and foremost is to the safety and effective instruction of our groups.

If a participant is withdrawn from the activity for any reason, then full responsibility for the safety of that CYP or VA will be transferred to the visiting staff. If this is not safe due to the location of the activity being undertaken, the activity may have to be curtailed or prematurely cancelled to enable the whole group to remain safe. If at any time the visiting staff are unhappy about the activity or any of its aspects, especially safety, it is essential that they make their concerns known to the guide as soon as possible.

**The Values of Yorkshire Dales Guides are:**

- That safety above all is paramount
- Our guides are qualified, experienced and knowledgeable people who have a genuine love for the outdoors and guiding
- Our activities will be conducted in way that is educational, enjoyable & empowering
- We guide & instruct to the highest level of our standards equally to all
- That we envisage to pass on skills as much as we provide experiences with the hopes that our clients one day will guide their own adventures independently
- That we conduct our business ethically and sustainably

**What Yorkshire Dales Guides expects from course participants:**

- To LISTEN & follow instructions as these are essential for your safety and ENJOYment
- To endeavour to participate to the best of your ability
- To approach your activities with an open and positive mind
- To RESPECT the people and places you encounter, to take nothing but photos and leave nothing but footprints
- To take CARE of and return as given the equipment you are provided with

**What Yorkshire Dales Guides expects from visiting staff:**

- To support Yorkshire Dales Guides values
- To bring their groups to the activity with all clothing and equipment stated in the provided kit lists
- To not exceed the number of participants booked on an activity and not to bring anyone under the age of 18 without the prior agreeance of YDG staff. The guide to participant ratios are there for people's safety as well as enjoyment
- That you do as the YDG guide asks, and support them as necessary
- To work with YDG guides to enable everyone to equally gain from the activity
- That in the case of an emergency where a YDG guide has an accident and/or requires medical attention, that you do as previously instructed to you.

I have read and understood this document.

Signed:

Position:

Date: