



UNDER 18 STAFF AND DEPENDENT CHILDREN POLICY

Applies to: All participants, leaders, International Service Team (IST) members, contractors, visitors and external partners.

1. Purpose of This Policy

Chamboree welcomes a small number of young people on site who are not attending as participants, including:

- Under 18 staff (Young IST aged 16–17)
- Dependent children of staff or leaders

As these individuals are legally children, additional safeguarding, welfare and supervision arrangements are required.

This policy sets out the expectations, responsibilities and supervision arrangements to ensure that all young people on site are safe, appropriately supervised and do not create conflicts with adult roles or event operations.

This policy must be read alongside the Code of Conduct, Safeguarding Policy, Site Safety & Security Policy, and other relevant event policies.

2. Definitions

Under 18 Staff (Young IST)

A young person aged 16–17 attending Chamboree in an approved staff role.

Dependent Child

A young person aged 0–17 attending with a parent or guardian in a staff or leader role and not registered as a participant.

Responsible Adult (RA)

A designated adult responsible for the welfare and supervision of an under 18 staff member outside their working role.

Parent / Guardian

The adult responsible for a dependent child attending the event. Where supervision of a dependent child is temporarily delegated, the supervising adult must meet the same suitability and safeguarding requirements as a Responsible Adult.

3. Core Principles

- Young people come first in all decision-making
- Clear supervision must exist at all times
- No young person may be left unsupervised or unsupported
- Adult roles must not be compromised by supervision responsibilities, and appropriate arrangements must be in place at all times.
- Safeguarding guidance must be followed at all times

4. Under 18 Staff (Young IST)

4.1 Eligibility

Under 18 staff must:

- Be aged 16 or 17
- Be accepted into a specific staff role
- Have parental/guardian consent
- Complete required safeguarding and safety training
- Have at least one named Responsible Adult

Young people under 16 may not serve as staff.

4.2 Supervision Structure

Responsibility is split between:

Daytime (during working hours)

- Team Leaders and staff teams supervise

- Under 18 staff must not work alone or in inappropriate environments

Evenings & Overnight

- A Responsible Adult must supervise
- The young person must always be accounted for and have clear supervision arrangements in place.

Dependant children and Under 18 staff must be appropriately supervised at all times and must not be left unsupported while adults are on duty.

4.3 Responsible Adults

Each under 18 staff member must have at least one named Responsible Adult.

Responsible Adults must:

- Be aged 18+ and appropriately vetted
- Be contactable and available when responsible
- Provide welfare support and supervision
- Not consume alcohol while responsible.

4.4 Behaviour Expectations

Under 18 staff must:

- Follow all instructions from Team Leaders and Responsible Adults
- Comply with the Code of Conduct
- Maintain appropriate behaviour at all times

They must not:

- Enter adult-only areas or staff social spaces
- Consume alcohol, smoke or vape
- Work or move around site unsupervised at inappropriate times

5. Dependent Children

5.1 General Rules

Dependent children:

- Remain the **responsibility of their parent/guardian at all times**
- Must not access programme activities unless registered as participants, unless expressly authorised by the relevant Activity Zone Leader and supervised by their parent/guardian or responsible adult
- Any such access must not negatively impact the volunteer duties or supervision responsibilities of the parent/guardian or responsible adult.
- Must follow all site rules and policies

All dependent children must be registered in advance.

5.2 Age Considerations

Aged 0–9 (pre-participant)

- Must be supervised at all times
- Cannot access programme activities

Aged 10–17 (participant age)

- May attend as participants if registered appropriately, or
- May attend as dependent children without programme access

5.3 Supervision Requirements

Parents/guardians must:

- Ensure their child is supervised at all times
- Maintain routines for food, sleep and wellbeing
- Ensure their role is not compromised by supervision needs

Where required, alternative supervision may be arranged with another suitable adult who is over 18, appropriately vetted and known to the parent/guardian. Such arrangements must be clear, agreed in advance and capable of maintaining appropriate safeguarding standards.

No child may be supervised by anyone under 18.

6. Accommodation & Site Access

6.1 Under 18 Staff

Under 18 staff may:

- Camp with their home group, or
- Camp in approved staff arrangements with appropriate supervision

They must not:

- Stay in adult staff accommodation without approved supervision
- Share accommodation with adults unless permitted under safeguarding rules.

6.2 Dependent Children

Dependent children must:

- Camp in agreed accommodation arrangements
- Stay with their parent/guardian or an approved supervising adult

Dependent children must not:

- Enter staff-only accommodation or restricted areas
- Sleep in staff-only accommodation or camping areas unless this has been explicitly approved in advance by the Operations or Subcamp Team as part of an agreed supervision arrangement

Any such arrangement must ensure that:

- The environment is appropriate for young people
- The child is not exposed to adult-only facilities or activities
- Supervision remains clear and appropriate at all times.

6.3 Restricted Areas

Both under 18 staff and dependent children must not access:

- Staff-only areas include (but are not limited to) bars, licensed areas, operational zones and accommodation areas designated for adult staff.
- Operational or restricted zones.
- Any area deemed unsuitable for young people.

Responsible Adults or parents/guardians must be informed of any concerns relating to the young person, unless doing so would compromise safeguarding.

7. Safeguarding & Welfare

All young people covered by this policy are subject to:

- The Safeguarding Policy
- The Scouts' Yellow Card / Girlguiding A Safe Space

All adults must:

- Maintain appropriate boundaries
- Avoid one-to-one situations out of sight of others
- Report any concern immediately.

8. Concerns, Incidents & Escalation

Concerns must be managed appropriately depending on severity:

- **Minor issues** → Managed by Team Leaders, RAs or parents
- **Behaviour concerns** → Escalated to Subcamp or Welfare
- **Safeguarding concerns** → Immediately referred to Safeguarding Team
- **Serious incidents** → May result in removal from role or site

Parents/guardians and Responsible Adults must be informed where appropriate.

9. Removal from Site

Chamboree may require a young person (and/or their parent/guardian) to leave if:

- Supervision is inadequate
- Behaviour creates a safety or safeguarding risk

- Policies are not followed
- The arrangement is no longer appropriate

This will normally be determined by the Duty ELT Member acting under delegated authority from the Camp Chief, with escalation to the Event Leadership Team or Camp Chief where required.

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