



Nights Away, Centenary Camps and Large Events

**How do I make provision for
participants with special needs?**

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1. Introduction

As the preparations for 2007 progress many Leaders will be planning events to mark the Centenary. To ensure that all Members of the Association enjoy the experience and are able to participate in the activities, various provisions will need to be made. This pack will give you some ideas of the kind of questions you may need to answer, along with some information about providing facilities which offer access to the widest number of young people.

As well as advice for Leaders organising large camps and activities, much of the information in this pack will be useful for any Leader who is organising any nights away activity.

Many ideas and modifications present little in the way of cost implications, although there are other issues such as dietary needs that may impact on suppliers and possibly cost. However, some needs may well require more financial input, which may lead to questions about possibly borrowing equipment or seeking sponsorship.

Obviously, many leaders have experience when taking their own young people to events and you will be able to build on their knowledge. Again for many young people with special needs they will already have systems in place to enable them to participate fully. There will be others who need more specialised consideration and hopefully the following pages will offer some pointers to help with the planning for them.

The last two sections of this pack are resources that have been developed by organisers of Agoonoree Scout Camps. The Agoonoree Scout Camps have been running around the country since 1947 and they are run to enable disabled Scouts to enjoy a summer camp. However, both these resources will be useful for any Leaders organising camps and other Nights Away events. The first one is a checklist of some of the things that you might need to think about when you are thinking about inclusion on nights away activities. Some of them will be things you will have already thought about, some will not apply to the event that you are running, we have left some blank spaces so that you can adapt it to your situation.

The second is a copy of the London Agoonoree Camp's Care Guidelines. These have been developed specifically for that camp, so they refer to the practises and procedures that the Leaders on that camp use. However, they are a useful starting point for any large event or nights away activity.

2. Staffing

Demands on Leaders supporting young people with special needs can be immense. Some young people will need 24 hour care so make sure that there are sufficient staff to provide flexibility and appropriate 'time off' for those in this position. It goes without saying that good practice in the area of child protection is essential especially if assisting with personal care.

Care guidelines, information on medications, care routines and handling need to be covered in training and communications with all staff. These need to be general to the event and specific for individuals. Appropriate permissions as to who is permitted to perform which tasks, especially those of a personal nature, need to be obtained and records kept of all interventions.

When appointing event staff you will want to give consideration to specialist knowledge and experience that any potential member of staff may have to assist with supporting those with particular needs.

There are also issues where Leaders and other adults may require special needs support themselves. For instance, this may mean some dedicated transport or well-located washing facilities.

3. On-Site Facilities

The size of the facilities needs to provide sufficient room for any mobility aids and/or carer support. Appropriate switches and shower pulls for those who cannot use the fittings must be provided as standard – for example foot operated shower pulls might need to be installed. Sufficient power to run the facilities must be available and connected.

The location of the facilities also needs to take into account access should a sudden downpour turn the approach into a mud bath. Wheelchairs and mobility aids find these conditions more than a challenge. Floors and surfaces need to be checked for safety, as those that become slippery when wet provide plenty of opportunities for accidents.

The site must be able to support the toilet and washing facilities from the beginning of the event. There needs to be adequate washing and showering facilities throughout the site.

Waste disposal arrangements for incineration and sharps should be set up and the arrangements well publicised. Such waste needs to be regularly disposed of in the recommended manner.

Laundry facilities should be provided wherever needed as a matter of course. It may be necessary to make automatic regular collections of soiled materials to ensure all of this is routinely and discreetly dealt with.

You will need to think about the size and type of tents needed. Wheelchair users for example need more height and space for manoeuvring. You might need to take into account the use of taller camp beds or airbeds or hoists.

Charging facilities for powered wheelchairs need to be accessible and close enough to ensure that travelling to and from the charger does not excessively drain power. Charging facilities will need to be in a suitable, well-ventilated area away from sleeping accommodation.

Extra equipment on an individual basis (such as hoists for lifting into or out of bed/bathing facilities) may need to be provided. The participant may provide some of this, especially if the equipment is of a personal or individual nature, for example beds, clamping down straps, slings, or shower chairs. The use of such equipment may have staff training implications as well as those of storage and security.

You will also want to think about what happens if equipment needs repair or replacement. Participants need to be reminded to bring along any specialist spares which they might normally provide for a long term residential experience.

4. Access

Access on any campsite is a challenge and no one is suggesting concreting it over to make things easy! However, consideration needs to be given to emergency evacuation as well as general movement around the site in the case of a heavy downpour. Many mobility aids will cope with some extra muscle, but the weight of others, such as powered wheelchairs will need more than a couple of extra pairs of hands to move them in such conditions. You should also bear in mind that temporary roadways can prove problematical with tyres on some wheelchairs. In some cases it may be possible for participants to bring manual wheelchairs as a back up. Roll out and portable ramps are available which could also assist with access

You will also want to think about car parking and unloading equipment. Natural uneven surfaces are one thing, but craters in the car park or negotiating speed humps are items within human control.

5. Dietary Needs

The dietary needs of all participants must be addressed and relevant information must be obtained in advance so that such provision can be made.

If you are catering centrally then you might need to consider the labelling of foodstuffs to enable young people and Leaders to ascertain that it is safe for their consumption. For example, all foods containing nuts or nut products need to be clearly identified.

Relevant personnel need to be sufficiently briefed, with training if necessary, in the use of equipment such as Epipens and Anapens. Immediate necessary medical aid can then be delivered within the required time for any incidence of anaphylactic shock.

6. Transport

If you have any events that involve travel it is essential that the transport is checked for accessibility.

There are particular recognised standards for such equipment and transport which must be complied with. There are a number of Groups with their own specialised transport who could provide help, advice and in some cases the transport themselves. These should be approached, especially as some may be attending the event in any case

Participants need to be informed that any special straps or clamps they regularly use need to be brought to the event wherever possible.

7. Communications

Access to events is also an issue for those who need extra communication provision. Signers need to be provided both for help around the site on an ad hoc basis, and also with any 'large arena type' gatherings. You will need to have signing from the stage and possibly a screen for the signer to be seen from a distance.

On-site signing and mapping needs to be clear and legible. It would also benefit from some tactile signing.

Clear instructions about particular support need to be circulated before the event, e.g. disposal of waste for incineration, sharps, power charging provision.

Facilities for the disabled need clearly signposted. Toilets in particular need to be included on maps and route signs.

There needs to be a known point of contact for those with particular requirements. Best practice would be a daily personal check with individuals to ensure that their needs are being met rather than a 'mopping up' system for things that have gone wrong and later become emergencies. This system could also link those with similar needs and provide a network for support.

By implementing these recommendations it would not just be those with medical needs who would benefit. For example there will be others with particular dietary needs arising from their ethnic or religious backgrounds, some participants will need to make use of the bathing/laundry arrangements if they are unwell with vomiting or diarrhoea, everyone would benefit from good clear mapping and so on...

8. Useful resources and further information

Many Counties and Areas, and some Districts have an Assistant County Commissioner or an adviser on Special Needs. They will be able to give you help and advice about how to include disabled people in your nights away activities.

The Development and Diversity Department at Gilwell Park produce a range of resources to help support inclusion. They as well as information and advice on a range of topics. If you cannot find the information you need here or in the associated Factsheets, please contact them:

The Development and Diversity Department
Gilwell Park
Chingford
London
E4 7QW
Telephone: 0845 300 1818
Fax: 0208 433 7114
Email: special.needs@scout.org.uk

The Special Needs web pages contain a range of further information on inclusion as well as more information about Agoonoree camps:

<http://www.scoutbase.org.uk/ps/sneeds/>

If you need to purchase equipment or make improvements to a campsite, then you might be eligible for funding from The Treloar Fund which was set up to assist Scouts with special needs and for the general development of Scouting for those with special needs. The maximum grant provided from the fund is

£2,500, provided other matched funding is also available. More information about the fund and an application form are available on the Fundraising pages of ScoutBase:

http://www.scoutbase.org.uk/hq/fundraising/funds/hq_funds.htm

Useful Publications

All these publications are available from the Information Centre. Many of them are also available to download from the Special Needs pages of ScoutBase.

The Information Centre
Gilwell Park
Chingford
London
E4 7QW
Telephone: 0845 300 1818
Email: info.centre@scout.org.uk
Website: <http://www.scoutbase.org.uk/hq/infocentre/>

Catalogue Number	Title
P1011011	Nights Away File
FS250031	Nights Away for Scouts with Special Needs
FS250036	Toilets
FS250048	Transport and Mobility
FS250052	Welcoming Scouts with Special Needs
FS322101	Appropriate Medical Care
YC	Young People First – Yellow Card

9. Acknowledgements

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- Sue Burton, National Commissioner for Special Needs
- Nick Devine, Camp Leader, London Agoonoree, and member of the National Support Team for Special Needs

10. Have I thought about?
A sample checklist for inclusion on large events and nights away

What about...?	Comments/Provision	Who...?
Catering		
Freezer/Larder		
Special Diets – list available and catered for		
Cooking Arrangements		
Gas/Flammables Storage		
Health and Well Being		
Washing Machine		
Clothes Drying Area		
Individual Care Plans		

10. Have I thought about?
A sample checklist for inclusion on large events and nights away

What about...?	Comments/Provision	Who...?
Emergency Site Evacuation		
Washrooms/ Showers - Male		
Washrooms/ Showers – Female		
Activities and Programme		
Swimming Times		
Wet Weather Accommodation		
Stage /Arena		
Campfire Location		

10. Have I thought about?
A sample checklist for inclusion on large events and nights away

What about...?	Comments/Provision	Who...?
Sleeping Accommodation		
Sleeping Arrangements indoor		
Sleeping Arrangements outdoor		
Beds		
Onsite Facilities		
Water		
Electricity		

10. Have I thought about?
A sample checklist for inclusion on large events and nights away

What about...?	Comments/Provision	Who...?
Out of Bounds Areas		
Soil type/drainage		
Incinerator/ Rubbish Burning Area		
Wet Pit Location		
Fire Wood		
Car Parking		
Off loading area		
Complete Layout of Site Reviewed		

10. Have I thought about?
A sample checklist for inclusion on large events and nights away

What about...?	Comments/Provision	Who...?
Other		
Signing		
Induction Loop System		
Ramps including portable		
Additional Lighting requirements (unlit paths etc.)		
Contact Details		
Local Scout Contact (informed)		
Local Doctor (informed)		
Local Hospital		

10. Have I thought about?
A sample checklist for inclusion on large events and nights away

What about...?	Comments/Provision	Who...?
Nearest Phone		
Local Fire Brigade		
Mobile Phone Contact list		

11. Agoonoree Care Guidelines

The Guidelines that follow may prove useful, but remember that the Leader Teams include both experienced and inexperienced helpers along with those with medical knowledge and all the appropriate medication. They usually have a nurse or a named Leader with medical experience to refer to throughout the camp. If you want to make use of these guidelines you will need to adapt any references to available help or advice to your local situation.

Care Guidelines – adapted from the Agoonoree Scout Camp

First class care is important, treat others as you would expect to be treated yourself. Nothing less will do.

Whilst this is by no means an exhaustive list, please bear the following points in mind when caring for those people in your patrol. Although there are plenty of things to remember, do not worry, there should always be someone else around to ask advice and if you are ever unsure about anything, check with a more experienced member of staff first.

Make sure you are aware of the Young People First child protection Guidelines – “The Yellow Card”. Always avoid situations that could give rise to allegations of abuse, try to have another person with you whilst providing assistance or care of an intimate nature. But, remember that the dignity of the individual is paramount and the second person does not need to be in very close proximity.

General

- A young person in a wheelchair who has limited movement will feel the cold a lot quicker than someone who is able to move about. Always make sure that they are warm enough.
- Do not let any Scout sit in the strong sunlight for long periods of time. Not only could this lead to sunstroke, but it could also trigger an epileptic fit. Scouts should always be encouraged to wear hats to protect their heads.
- Even when the sun is not particularly strong, a wheelchair user who is unable to move out of the sunlight is extremely susceptible to sunburn. Please ensure that all Scouts are protected with sun cream whenever necessary.
- Wind chap can be just as painful as sunburn; again we must remember that not all of the Scouts are able to move from a windy position to protect themselves. If faces are getting red it may be necessary for dry skin to be treated with the appropriate cream.

- After swimming sessions, ensure that the Scout is dried properly before dressing them. It is not always easy to get someone dressed in the cramped conditions of the changing rooms but clothes on wet skin will be uncomfortable and could cause sores.

Medical Care

Very few of us are medically trained. If you have any problems or questions regarding the care of one of the people in your charge please ask for help.

- Many campers are on medication for various conditions. The named Leader will distribute medication at the correct times. On days out a Leader will be responsible for medication and ensure that it is given at the correct time. Ensure that the Scout in your care is available to receive the medication at the correct time. A late epilepsy prevention tablet could trigger an epileptic fit.
- If someone in your care has an epileptic fit do not panic! Sit with the person, talk and comfort them. Ensure they are in no danger and remove anything they could injure themselves on. If you are with someone else send them for help, but if you are on your own you must not leave the person on their own. Once they have come out of their fit place them in the recovery position.

At the end of camp get involved in filling out the campers care feedback forms. All the information helps - nothing that has made caring for a particular person easier is silly or trivial and could be vital information for the next camp/carer.

Hygiene

- When helping a Scout with their hygiene needs, there are often other patrol members around to ask if you are unsure as to what you need to do. Remember that the Scouts dignity is paramount. One area that might get overlooked is the cleaning of teeth especially of those Scouts who are unable to do their own. Cleaning teeth at least twice a day is essential to prevent sore mouths and the accumulation of food in the cheeks.

Toileting

Remember: Privacy and dignity must be respected at all times. Don't try to hurry the Scout, let them take all the time they need.

- Always wear the rubber gloves provided when toileting a camper. Some diseases are transmitted via urine and faeces - you have no way of knowing which campers, if any, carry these diseases and as such gloves must be worn as a precaution.

- Many of the Scouts wear incontinence pads, these must be changed at regular intervals (at least every 2 hours during the day). Just because they wear pads does not mean they only go to the toilet when they get up and go to bed. Sitting in a wet nappy all day will be far from pleasant and could easily lead to severe nappy rash. At the first signs of nappy rash the named Leader should be advised to allow preventative cream to be applied.
- Some of the Scouts will not ask to go to the toilet. It does no harm to ask them every so often if they need to go.
- All incontinence pads, urine bags etc. must be placed in yellow rubbish sacks - these are incinerated. The black bags are for general rubbish only.
- If the Scout requires assistance with toileting, procedures should be detailed on their camp form. If not ask the Scout, and if they are unable to communicate to you, seek assistance from another helper or the named Leader.
- If a Scout has not opened their bowels for three days, please consult the named Leader. Further action may not be necessary, but it is always better to check this than to leave it until the last day to ask!

Sleeping

- Any specific details should be on the campers form, if not trial and error should find the most comfortable position for the Scout. If in any doubt ask for assistance from another helper or the named Leader.
- It is always a good idea to suggest a toilet visit before bed. Some of the more able Scouts will get up in the night- make sure they are all familiar with the location of the toilets.

Feeding

Always be aware of food likes and dislikes - the only way a camper might be able to communicate to you that they do not like peas, could be to spit them out! Don't forget salt, pepper and sauces - but just because you like your cooked breakfast smothered in ketchup does not mean everyone does!

- If assistance is required with feeding, specific details should be shown on the campers' forms. Generally though, small amounts should be fed slowly, preferably on a plastic spoon (especially if they bite the spoon!). Ensure that the mouth is empty before giving more food, some of them store food in the sides of their mouths or food gets stuck on the roof of their mouth. Always check when feeding someone that their head is upright- it is very difficult to swallow if the head is bent forward.

- Some Scouts need to wear an apron or bib when eating, this may assist in keeping the Scout clean and thus prevent you having to change clothing after every mealtime.
- Some of the Scouts may have specially adapted plates and cutlery to assist them with feeding themselves. A limited supply of special warmer plates are available from the kitchen if you find one of your patrol eats particularly slowly and is not getting any hot food.
- Please ensure when feeding someone that you wipe their mouth regularly if it gets messy, especially between courses. A drink may also help to wash down food and differentiate between one course and the next.
- Choking - when feeding someone you are not familiar with, it is sometimes easy to feed them too fast and for them to get food stuck in their throat. If someone is choking, try to get them to cough the obstruction up; this will normally solve the problem. If this is not possible a sharp pat on the back might clear the obstruction.
- Check that food and drinks are not too hot before feeding them to the Scout.
- Do not forget to feed yourself, perhaps organising a feeding rota within your Patrol

Charging Electrical Appliances

- Electric wheelchairs and Communicators - these pieces of equipment are the greatest means of independence some of our Scouts have and are also probably the most expensive. Please ensure all equipment is charged up each night to enable full use for the following day. If you have any problems or are not sure how to charge the equipment just ask. Please take great care to ensure no breakages occur to this valuable equipment.

Lifting, Handling and Wheelchair Use

It is not worth taking risks when lifting, for both the sake of your own health and that of the person you are lifting. Always explain what is going to happen to the person being lifted or moved in a wheelchair, try to avoid sudden, jerky movements.

- Never lift someone on your own. It is dangerous for both you, as the lifter and the person who is being lifted. Not only should this help to avoid back injuries, but it will also ensure the person being lifted feels safer. Some of the people we are required to lift are very heavy and in their normal environment probably make use of a hoist. Use one of our hired hoists or lifting sheets; if you are on the field ensure stability of hoist and lifters.

- **Always lift with a straight back and bent legs.** Never bend over someone to lift them, as when lifting them your back will be taking the weight and not your knees.
- **If you are ever unsure about how to lift someone or the best way to go about it always ask first. A nurse will be able to teach you the safest way.**
- Never lift an electric wheelchair, especially if the battery is still in it. These chairs are very heavy - if it needs to be moved switch the wheels to manual (by either pulling the centre of the back wheel out and twisting it, or by pushing the levers on the inside of the wheels) and push it to where you want it.
- Most wheelchairs have belts or straps to secure the user into the chair. **It is imperative that these are secured at all times.**
- Manual wheelchairs, in the main, do fold down quite a lot. On most of them the sides come off, the footplates come off, the back folds down and the body folds to enable you to push the sides together. If you do strip a chair down, please ensure you know where the detachable parts of the chair are put. Many of the chairs have special cushions and moulds specifically designed for the individual user. It is imperative that these are put back together correctly to enable the correct posture and comfort for the wheelchair user. If a chair has a shaped mould ensure that this is always strapped to the main frame of the chair and that it not just resting on the frame -if it is just resting and you go over a bump the mould and the camper fall out!
- Pushing a wheelchair can be hard work over rough terrain. When pushing someone across a field it is sometimes easier to tip the chair onto its back wheels and push this way. **You must consult the wheelchair user first as they may feel unsafe in this position.**
- When going up a step or kerb you can either:-
 - a) tip the chair back, walk forward and then roll the back wheels up the step with the front wheels already down,

or...

 - b) turn the chair round, tip it back and then pull the chair up the step.

The method used will be determined by the location, amount of space, weight of the wheelchair user and to a certain extent your personal preference.

You must consult the wheelchair user first, as they may feel unsafe during this manoeuvre

- All wheelchairs must be strapped down by ties or clamps when the user is to be transported by minibus. Strapping down is the responsibility of the driver - you are more than welcome to assist but please only do so if you have been shown the correct method for the particular vehicle.
- Some Scouts will throw their arms out involuntarily. Ensure their arms are in before you push them through a door. Also make sure that when pushing someone their arms are inside their chair and not rubbing on the wheels of the chair.

If you have any questions or queries ask a member of the team - someone will always know the answer!

If you are not sure then ask questions. It is better to ask than to go blindly on and become part of a disaster.

If you are not comfortable with performing a certain duty then discuss the matter with a Camp Leader, don't just walk away and leave it undone.

