THE LIHOU CHARITY LBG

Late Back Reporting - All Activities - Lihou Island

NOTE: This document is a working document and the procedures listed below will be reviewed and altered as and when needed as efficient working practices are developed

Due to the remote nature of Lihou Island it is important that all staff are aware of what all other staff are doing. This ill be achieved by the following actions;

- Before the residential a provisional program will be outlined.
- During all residentials staff meetings will be held at breakfast, lunch and evening meals
- Weather forecasts will be sought daily and the programme altered accordingly
- The days program will be written up on the whiteboard and the group briefed regarding the programme immediately after breakfast along with timings
- All members of staff will carry a mobile phone during activities so as to ensure there is at least one phone per activity group

In the event of a planned activity overrun :

- If an activity is anticipated to extend beyond the planned timings then the leader of the activity should inform the other leaders on the island via phone or by other such means that ensures that the message is received.
- Planned activity overruns are only advisable if in doing so subsequent activities are not affected or other groups activities are not affected adversely in any way.
- If there is a member of staff acting as domestic manager and not involved in activities, it is recommended that they receive messages regarding group overruns etc rather than all leaders having to contact each other.

Unplanned overruns:

- A group not either making contact or returning to the house at the planned time should be immediately contacted via phone or other such means as to establish a positive contact in order to ascertain the missing groups status.
- In the event of an unplanned overrun happening and contact having been made with the missing group, it is important to update the rest of the party as to the status of the group.
- In the event of the overrun being the result of a significant incident or injury, then the Emergency Action Plan (EAP) for that activity should be initiated or facilitated .

Reporting back to Guernsey:

- It is both normal and recommended that a Guernsey based contact is spoken to every evening by way of a report as to everyone's welfare. For education groups this person is normally either the head teacher or deputy head teacher. For other groups this could be a scout leader, a parent conversant with the programme or any responsible adult.

Whole group Activities:

- Many of the activities are whole group activities and as such there is nobody else who would need reporting to. In these situations it is essential that there are multiple activity leaders all of whom are aware of the EAP for the activity being undertaken.