Policy Document:
In Touch

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1.   Overview:

1.1.   All SSAGO activities are required to have an InTouch system in place. An InTouch system acts to ensure that everyone involved is aware of how communication will take place between event organisers, participants and those not on the event, particularly if there is an emergency. Different events and activities are likely to require different InTouch systems. This document outlines specific requirements for SSAGO InTouch systems.

1.2.   Further advice on creating InTouch systems can be found in The Scout'sFactsheet FS120075: https://www.scouts.org.uk/volunteers/running-your-section/intouch/

1.3.   The SSAGO Exec may ask any club at any point during the year to explain the InTouch System for any planned event to ensure that clubs are planning appropriately.

2.   When an InTouch is Required:

2.1.   All activities as part of SSAGO require an InTouch system to be in place.

2.2.   Different activities will have different InTouch needs. Event organisers should consider the needs of each activity and create an appropriate InTouch system.

2.3.   Club Committees may have a general InTouch system for their regular meetings, and additional InTouch systems for activities with further InTouch needs (e.g. Camps & Adventurous Activities). This should be assessed on an activity-by-activity basis.

2.4.   Where activities include SSAGO members under the age of 18, refer also to the requirements outlined in the 'Safeguarding' Policy Document.

3.   InTouch Requirements:

3.1.   An InTouch System must consider:

   3.1.1.   How communication between Event Organisers, Participants (Everyone at the Event), Emergency Contacts, National Exec and Students' Unions will work.

   3.1.2.   Decide how participant records should be held, according to the requirements of this policy.

   3.1.3.   Confirm communication in the event of an emergency, and ensure it follows the 'Accident & Incident Reporting' Policy Document.

   3.1.4.   Consider how the system depends on external factors such as technology, internet access, battery life and website access.

   3.1.5.   How best to record the InTouch system and communicate it to all organisers, whether that be in writing or by other means.

3.2.   Details and examples of InTouch can be found in Factsheet 43 'InTouch Systems'.

3.3.   The InTouch system must be recorded in writing for:

   3.3.1.   International Events,

   3.3.2.   SSAGO National Events, as defined in the 'National Events' Policy,

   3.3.3.   Events involving Girlguiding members under the age of 18, outside club events taking place at a regular location and time agreed with the National Exec,

   3.3.4.   Events requiring a 'Large Events' notification,

   3.3.5.   Other events at the request of the National Exec.

4.   Home Contacts:

4.1.   A Home Contact is someone not present at an event who acts as the central point for communication during the event. They help contact emergency contacts for an event and help report accidents and incidents to the relevant parties as detailed in the 'Accident and Incident Reporting Policy Document'.

4.2.   Home contacts for SSAGO events should be either a member of the club or event committee not in attendance, or another adult holding a valid disclosure check through The Scouts or Girlguiding.

4.3.   The Home Contact must be provided with access to the details of all participants at the event, and their emergency contact information, and should be available to be contacted throughout the duration of the event.

4.4.   The Home Contact must be aware of the SSAGO Emergency Procedure and know what to do in the event of an emergency.

4.5.   When choosing a Home Contact, it is important to consider what will happen if an incident occurs involving a participant known to them. It should be considered if they would be able to carry out their role in this situation, or if a completely unconnected third party would be the best person to take on the role.

4.6.   A Home Contact is required for:

4.6.1.   All International Events,

4.6.2.   SSAGO National Events, as defined in the 'National Events' Policy,

4.6.3.   Events involving Girlguiding members under the age of 18, outside club events taking place at a regular location and time agreed with the National Exec,

4.6.4.   Other events at the request of the National Exec.

5.   Nights Away Notifications:

5.1.   When spending a night away as a SSAGO member or club, a Nights Away Notification Form must be submitted as detailed in the 'Activity Guidelines & Nights Away' Policy Document.

6.   Personal Details:

6.1.   Personal details of all participants are covered by the GDPR as detailed in the 'Data Protection' Policy Document. Personal data must be stored securely.

6.2.   Event organisers are responsible for ensuring that all their volunteers, staff and Home Contact (if they have one) are fully aware that all personal details should under no circumstances be shared with a Third Party other than those detailed in the aforementioned policy document without prior permission of the individual(s) involved.

7.   National Event InTouch Systems:

7.1.   All national events are required to have an InTouch system covering

all participants on the event as soon as they arrive at the event until they leave.

7.2. The Home Contact should be a member of the SSAGO Scout Active Support Unit.

7.3. Participants are free to be contacted directly by people not at the event during the event. This does not need to be done through the Home Contact.

7.4. The InTouch system for a national event does not cover participants travelling to and from the event. It is the responsibility of individuals, clubs or those arranging travel to organise an InTouch system to cover their travel to and from national events.