

Operational Policy

Sutton Coldfield Adventure Unit

Review Date: Jan 2024



November 2022

The purpose of an operational policy is to assist the Leaders (to include Leaders, Instructors, Young leaders and visiting adults) in the effective running of the groups within the unit, ensure the safety and well being of youngsters and inform parents

Organisation of groups

Hydra

- Children aged 7-10 years.
- Children will move up to Lynx the term closest to their 10th birthday
- Where possible friendship groups of 2 to 4 will be moved up together. This may necessitate moving children up just before or just after their 10th birthday.
- Children with special needs will be reviewed on an individual basis (see below)

Lynx

- Children aged 10-14 years.
- Children will move up to Orion the term closest to their 14th birthday
- Where possible friendship groups of 2 to 4 will be moved up together. This may necessitate moving children up just before or just after their 14th birthday.
- Children with special needs will be reviewed on an individual basis (see below)

Orion

- Young adults aged 14-18 years.
- Young adults may stay in Orion for the full academic year that they turn 18
- Upon turning 18 they will be invited by the Ursa committee to join Ursa.

Ursa

- Adults aged 18-21 years.
- Ursa members are be entitled to wear the Ursa top when a leader at Hydra or Lynx in the academic year they are 18 but will be required to wear Orion uniform when attending Orion
- Following the academic year they turn 18, young adults are invited to join the leadership team of Lynx and/or Hydra. They must wait until the following academic year (the year they are 20) before joining the Orion leadership team
- Ursa are responsible for managing and organising their own activities including risk assessments. They are actively encouraged to utilise SCAUs resources!

Ratios

At Hydra and Lynx there should be 1 extra adult to supervise Young Leaders in addition to the ratios

Section	Normal meeting night (Holy Trinity or Bishop Walsh)	Nights away
HYDRA	Ratio 1:7 plus 1 Leader i/c (+1:15 Leader for YLs)	Ratio of 1:7 plus 1 Leader i/c (+1:15 Leader for YLs) 1 leader should be experienced in nights away
LYNX	Ratio 1:12 plus 1 Leader i/c (+1:15 Leader for YLs)	Ratio of 1:12 plus 1 Leader i/c (+1:15 Leader for YLs) 1 leader should be experienced in nights away
ORION	Ratio 1:15 plus 1 Leader i/c	Ratio 1:15 plus 1 Leader i/c (1 leader should be experienced in nights away

Special needs

Where a young person has a a statement of Special Educational Need or Disability a conversation should take place between the section leader and parents to a certain the level of support needed.

Adjustments may include one, some or all of the following:

- Staying in a section longer than usual (Hydra post 10 years, Lynx post 14 years)
- Being allocated a Young Leader for support and additional guidance
- Parents staying for an introductory period, but requested to stay in the kitchen area unless accompanied by a leader until the child has settled and leaders are confident in providing for their needs
- Parents allowed to stay on camp if DBSd through SCAU with prior discussion about expectations (excluding International Camps)