



# Roles and Responsibilities for Redcap Group Leaders and Team Leaders

## Introduction:

All Redcap Group and Team Leaders must understand their roles and responsibilities to ensure the safety and promote the well-being of the Redcaps. Implementing this guidance will assist them to do so.

## 1. Prior to the Pilgrimage

All Redcap Group and Team Leaders must attend training, including a safeguarding briefing regarding safe working practice.

All Redcap Group and Team Leaders will agree to the Code of Conduct for Adults.

## 2. During the Pilgrimage

### 2.1 Applying a Curfew

Group Leader/Team Leaders will ensure that the Redcaps are in their hotel and settling in their rooms by 11.30pm, unless a supervised activity is arranged.

Group Leader/Team Leaders will ensure that during a supervised activity, all Redcaps stay together and return to the hotel together.

Group Leader/Team Leaders will ensure that the group they are responsible for are signed back into the hotel.

## 2.2 Duty

Although all Group Leader/Team Leaders have a 24-hour responsibility for redcap welfare, they cannot all be on duty for 24 hours. The duty roster which the Chief Redcap creates must be adhered to. All must ensure that they are on duty at the times set down and have the necessary information about the group and the events at that time, which should include emergency contact and medical information. This person cannot drink alcohol during that duty period.

## 2.3 Good Supervisory practice

It is good practice for each Group Leader/Team Leader to:

- have a reasonable prior knowledge of the Redcaps, including any medical needs or disabilities;
- carry a list/register of all Redcaps;
- when on a group activity, regularly check that the entire group is present;
- have a clear plan of the activity to be undertaken;
- have the means to contact the Chief Redcap/other Leaders if needing help;
- have prior knowledge of the venue;
- anticipate a potential risk by planning ahead and acting promptly where necessary;
- continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the Redcaps;
- be competent to exercise appropriate control of the group, and to ensure that Redcaps abide to the agreed standards of behaviour;
- clearly understand the emergency procedures and be able to carry them out;
- have appropriate access to First Aid.

## 2.4 Remote Supervision

Supervision can be close or remote but is always 24 hours:

- close supervision occurs when the group remain within sight and contact of the supervisor;
- remote supervision occurs when, as part of planned activities, a group works away from the supervisor but the supervisor is present though not necessarily near or in sight, but his or her whereabouts are known;
- down time (or recreational time) – for example during the evenings – may involve close or remote supervision, but should not be unsupervised - the supervisors continue to be in charge.

When supervision is remote:

- groups should be sufficiently trained and assessed as competent for the level of activity to be undertaken, including first aid and emergency procedures;
- Redcaps will be familiar with the environment or similar environments and have details of the rendezvous points and the times of rendezvous;
- clear and understandable boundaries will be set for the group;
- there must be clear lines of communication between the group, the and the Redcap Group Leader/Team Leader. Do not rely exclusively on mobile phones;
- the supervisor should monitor the group's progress at appropriate intervals;

- the supervisor will be in the expedition or activity area and able to reach the group reasonably promptly should the group need support in an emergency;
- there should be a recognisable point at which the activity is completed;
- there should be clear arrangements for the abandonment of the activity where it cannot be safely completed.

## 2.5 Keeping arrangements under daily review

Group Leaders will meet daily to review arrangements and ensure that all the Redcaps continue to be able to perform their duties for the day.

If not, they will ensure suitable alternative arrangements are made for their welfare and supervision.

All will then be briefed of the changes.