

We are delighted that you'd like to bring your youth group to DTI 2026 at the Staffordshire Showground. They will have a fantastic time and we so look forward to hosting you!

The following questions are intended to assist Group Coordinators and Youth Leaders in the preparation of their own risk assessments for attending DTI.

The list is intended to be a guide only, not exhaustive, and each youth group remains legally responsible for undertaking its own risk assessments prior to attending the event.

The event venue itself has its own risk assessments in place, as do the event organisers. The list below relates primarily to the youth groups themselves.

- 1) How will you ensure that a 1:8 ratio of youth leaders to youth is maintained at all times?
And that this takes into account any additional needs that young people may have which requires a higher ratio of leaders to young people?
- 2) Are all your youth leaders suitably qualified and experienced?
- 3) What sleeping arrangements have you made? (ensuring they are appropriate and that parents are aware)
- 4) How will you know the whereabouts of every young person within your care at all times?
- 5) Do you have a contingency plan (e.g. nominated deputies or reserves) in the event of any youth leaders falling ill prior to, or during, the event (e.g. due to illness)?
- 6) Does your church have suitable liability insurance in place for your youth group to attend DTI?
- 7) Do you have full emergency contact details and a GDPR-compliant record of all known relevant medical/personal factors?
For example, do any of the young people and team attending have any of the following conditions or concerns:
 - a) Any allergies with a risk of anaphylactic shock; check if they will have appropriate medication to manage a reaction (e.g. an Epi-pen)?
 - b) Any mobility challenges or hearing and/or visual impairments (they may require a Personal Emergency Evacuation Plan for the main venue)
 - c) Any alcohol or illegal drug dependency (attendees will not be permitted to bring or use alcohol or illegal drugs on-site)
 - d) Epilepsy or autism which would make attendance at a large noisy evening venue challenging or even harmful (please note, an alternative quiet venue will be available)
 - e) A history of violence or threats, and use or threatened use of weapons.

- f) Any safeguarding concerns (actual or suspected history of harming other children or vulnerable adults)
- g) Do they have any high-risk medicines that are required to be kept locked up and/or refrigerated?
- h) Do they have any ongoing major health concerns such as heart conditions, cancer etc. reducing the range of activities that they can be safely allowed to participate in, and/or creating a need for greater or continuous youth leader supervision?
- i) Do they have a medical need for continuous and/or overnight mains-powered equipment (for example CPAP machine)
- j) Do they have conditions such as diabetes requiring use of insulin and/or appropriate administration of glucose if the attendee requires it?
- k) Do they have a history of radicalisation and/or extremist views (all are welcome to DTI but DTI will not permit attendees to promote or encourage harm to self or others).

8) Do you have a church or youth group safeguarding policy in place?
Any policy should include that all youth leaders be required to have references and a criminal records check completed.

9) Do you know the procedures for safeguarding while on-site?
The following is designed to supplement an existing safeguarding policy of your church which should be used in conjunction with the information set out below.

- a) All allegations of child abuse will be referred to the DTI Safeguarding Co-ordinator or their deputy. If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then Children's Services or the sending churches' co-ordinator should be contacted in accordance with the safeguarding policy. Thirtyone:eight could also be contacted for advice.
- b) The DTI Safeguarding Co-ordinator has the responsibility to action all allegations or suspicions of abuse. If the suspicions in any way involve the Co-ordinator then the matter should be reported to the Deputy Co-ordinator.
- c) The Co-ordinator has the authority to contact either Children's Services local to the child's home, Children's Services or the Police local to the Camp and/or Thirtyone:eight for advice.
- d) Allegations will be dealt with on a 'need to know' basis.
- e) If allegations involve a child or worker from a sending organisation then the leader of that church or a nominated person (i.e. their safeguarding coordinator) will be informed. It is expected they will keep confidence and not investigate the matter themselves.
- f) Should a sending church have other reporting mechanisms, this will be discussed and an agreement made between that church/organisation.

10) How will transport to or from the event be organised?

- a) Have you organised supervision for any non-youth leader drivers so they don't have sole supervision of a child not their own?
- b) Will the drivers be correctly insured and suitably qualified to drive the vehicles such as a minibus?

11) Do you have a code of conduct and behaviour expectations in place?

- a) In the extreme event of an attendee having to leave the site due to their behaviour, how will transport be organised if their parent/carer has no access to a vehicle or money for a taxi?

12) What is the First Aid plan for attendees travelling to and from the event using church or youth group-provided transport?

13) How will you safely prepare food on-site?

- a) Are your youth leaders or nominated older attendees safely able to set up and use gas cylinders and BBQs?
- b) Do those responsible for cooking and handling food have sufficient knowledge or experience in the safe storage of food and when, for example, meat is sufficiently cooked?
- c) How will cooking knives be securely stored and accounted for when not in use?

14) How will you store any valuables such as cash brought by leaders or attendees?

15) How will you ensure that attendees do not bring weapons, alcohol or illegal drugs to the event?

16) Do you know the location of the conference venue, the dates of the activity and the denomination responsible (i.e. VCUKI)?

17) Does your Group Coordinator know what they will be responsible for?

Group Coordinators must be responsible for:

- a) Camping with the delegates in their group and staying with them for the duration of the event.
- b) Being easily contacted by members of the group during an emergency.
- c) Being aware at all times of where the members of their group are or how to contact them.
- d) Being easily contacted by the Village Host of their village, and by DTI representatives during any emergency in which a member of their group is involved.

- e) Being responsible for every member of their group, and for each delegate's behaviour.
- f) Reading the Site Rules, encouraging members of their group booking to do the same.
- g) Instructing their group on the Site Rules and being prepared to enforce them where necessary.
- h) Taking an active part in supporting the work of the Stewarding team and other teams on site and cooperating with instructions given where necessary.
- i) Attending meetings with the site management team should any disciplinary action be necessary, as laid out in the Site Rules and the Discipline and Eviction Policy.
- j) Understanding the framework of support available on site that might be needed; being aware of the roles of the First Aid, Connect and Village Host teams.
- k) Encourage awareness of personal safety, asking group members to stay in groups of 2's and 3's after dark, and taking responsibility for the security of valuables and belongings in the camping area.
- l) Making sure their group is well supported, with at least 1 youth leader to 8 young people under 18s, and to consider carefully whether any special needs within the group may require extra help.
- m) Making clear to DTI before the time of the event any requests for extra support for special needs or camping requirements.
- n) Being actively involved in the pastoral support of every group member and aware of their physical, spiritual and emotional needs throughout the event, seeking help from DTI teams when necessary.
- o) Ensuring their group is aware, in advance, of the nature of the event they are attending and the activities that are available for them to join in with.
- p) Encouraging their group to remain well-hydrated and to use sun cream and sun hats when appropriate.