

ANGEL COMMUNITY CANAL BOAT TRUST



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GUIDANCE NOTES FOR LEADERS

ON RESIDENTIAL CRUISES



Angel Community Canal Boat Trust

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GUIDANCE NOTES FOR LEADERS ON RESIDENTIAL CRUISES

INTRODUCTION

A cruise on *Angel II of Islington* should and can be fun and rewarding for all. Virtually everyone who comes aboard wants to come again. However to achieve that it is important for leaders to make an investment of some time and effort in advance of the trip to make it work.

Supervising and motivating a group of children or young people on a boat trip will be hard work **if** you are not prepared.

We require each group to have two adult leaders to supervise the children both on and off the boat. The skipper is responsible for the boat but it is not his job to supervise your group or to provide amusement or motivation for them.

A residential trip is a tremendous opportunity -

- for teamwork and co-operation
- for learning to live, work and play together
- for a very different experience from the urban lifestyle of most inner city children
- to see many new things - cows, sheep, horses in the fields, herons and if you are lucky kingfishers, frogs, toads, and loads of other wildlife
- not to see streets, street lights, traffic, concrete, shops, TV
- to enjoy boating, walks, picnics, exploring the countryside, fishing

It may involve a child's first night away from home and their reactions and your responses need to be considered.

It is essential for leaders:

- to be aware of health and safety requirements and rules and to implement the dos and don'ts of life on board set out in the skipper's safety talk, which is given to everyone before the boat first sets off, and on the attached sheets
- to structure the trip. This is particularly important on residential (overnight) trips but can apply to day trips too. An unstructured residential is especially tough on leaders. Some sort of structure is essential for a successful residential.

Young people, understandably and rightly, want to have fun on a trip. They want to stay up all night long and then lie in bed all the next day. They don't want to wash up or keep the boat clean and tidy. So, establish from the beginning and agree with the children – ideally before you even arrive on the boat –



- a rota for tasks which need to be done (who is to work the locks and when, do the cooking and do the washing up etc)
- the ground rules for the trip
and
- let the children know what is acceptable behaviour and what is not

but beware sanctions such as withdrawal of the promise of off-boat activities (cinema, swimming, shopping etc) for bad or uncooperative behaviour, as this is likely to lead only to worse behaviour.

Doing this will not only help you, it will also help the children.



GUIDANCE NOTES FOR LEADERS ON RESIDENTIAL CRUISES

GUIDANCE

1. **Pre-trip:** All leaders must ensure that –

- written parental consents have been obtained
- any medication required on the trip comes suitably labelled with each child
- any special needs or limitations are understood and can be catered for
- appropriate insurance is in place
- they are aware of and understand the health and safety requirements of boating

We strongly recommend that leaders –

- visit the boat in advance of their trip. In the summer this may mean arranging to visit some weeks in advance as the boat will not be in London nearer to your trip.
- prepare and agree a rota for tasks which need to be done on the trip (who is to work the locks and when, do the cooking and do the washing up etc)
- establish the ground rules for the trip
- identify sanctions for inappropriate behaviour

2. **Structuring the day:** As far as is practicable the day's itinerary should be discussed with the skipper on the previous evening, to establish –

- roughly how long will be spent on the move (it is not possible to be precise – canals aren't like that!)
- how many locks need to be worked up or down
- where the shops are
- what off-boat activities might be done (swimming, cinema etc).

This will vary from day to day and according to the particular navigation. The section of canal may be heavily locked or have no locks at all, it may pass through a town or be very rural.

Our experience over many years shows that –

- Its important for the children to know roughly what is happening in the morning, what is happening in the afternoon and what the evening activity might be so that the day has some sort of shape which the children can see. At first they don't know about boating so they need to have something familiar ahead of them.
- Meal times and content should be planned ahead so that the children know what to expect.
- It is definitely better - for the group as a whole and for you as leader - if meals are taken at the table rather than everyone helping themselves on an ad hoc basis and eating all over the boat, at the lockside, on the towpath etc

3. **Wet weather:** When it's wet, space is more restricted, with everyone in the cabin, and outdoor activities will be restricted so it is essential to have some sort of strategy to occupy the children in place. This could include board games, cards, family games or some sort of project to make something (tapestry, weaving, model making). If you are going to have a wet weather project don't forget to bring the tools and materials to do it with! The locks of course are still there whatever the weather so there needs to be a team on 'standby' who are prepared to get out and get wet!



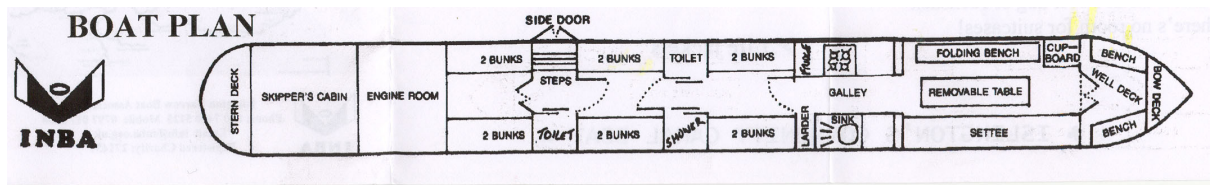
4. **Cleaning and leaving the boat:** The return of your damage deposit at the end of the trip depends on a satisfactory clean up. The boat has to be left ready for the next group and at least as clean as when you came on board. We do not carry a team of professional cleaners – it is down to you! The boat will be inspected for damage and cleanliness by the skipper once you are off the boat.
- The best way to clean up is to wait until all the children are off the boat at the end of the trip with one leader; the other goes through the boat. Particular attention needs to be paid to
 - the last washing up to ensure that it's clean and dry and properly stowed away.
 - all surfaces which need to be wiped down
 - the toilets which need to be cleaned
 - the floors which need to be swept and then mopped throughout.
 - mattresses which should be wiped and cleaned beneath and left upright.
 - If possible keep the children engaged off the boat while and after it is cleaned until the mini-bus comes otherwise all your hard work will have to be done again!
5. **General Points:**
- Don't bring suitcases. Use soft bags. There is not the space to store cases and you will spend your time tripping over them if you can get past them at all.
 - Don't bring equipment needing mains electricity such as hairdryers! There isn't the power. (We use 12 volts.)
 - Communicate
 - Tell me if you have any queries or special needs as long as possible before the trip begins. Contact me on the mobile or by e-mail.
 - Tell me if you think any difficulties might arise while on the trip or if they have already arisen. I can probably help
 - Follow these guidelines and apply common sense and we will all have a great time. Both you and the children will be saying, "Can't wait for the next time".

Happy Boating!



What's on board?

- 12 bunks, each with mattresses and small cupboards for personal items
- 2 toilets and wash basins with hot and cold water
- Shower
- Electric lights throughout
- Fully equipped galley (kitchen) with gas cooker and fridge (no microwave)
- All cutlery, crockery and cooking utensils
- Central heating
- Board games and books
- Inflatable dinghy
- Life jackets



What to bring?

➤ Food:

Bring all the basic foodstuffs you will need – tea, coffee and fresh or dried stuff rather than frozen food. Even for a longer trip don't start the trip with more than 2 days of meals as storage space is limited. Food is always available at canalside shops. Funds permitting, you can include the skipper but that is not obligatory.

➤ Groceries etc:

Washing-up liquid, bin-liners, toilet rolls, tea towels.

➤ Personal things:

Don't bring too much and not your best things.

2 sets of warm clothes, waterproof jacket, couple of pairs of trainers (no high heels), swimming costume.

Sleeping bag, pillow and pillow case. Washing things, towel, toothbrush etc., sun cream.

Personal stereo, camera, torch.

Pack it all in a soft bag or rucksack – there's no room for suitcases



Arriving on Angel

What should I do?

The skipper has overall responsibility for the boat and will ensure that you are briefed on all that you need to know for a safe trip
BUT the group leaders are responsible for the safety and for the behaviour of the members of the group

Listen to the **safety briefing** from the skipper – this is important. Ask questions if you are unclear or uncertain about anything

Familiarise yourself with the boat – where the exits are, where the fire extinguishers and fire blanket are, how the cooker works, how the toilets work etc

Stow away what you have brought on board for the trip – clothes, food or whatever. Make sure the passageways are kept clear at all times

Ensure that **life jackets** are worn by anyone under 16 when they are outside the boat, anyone who is not confident about swimming and anyone who would prefer to

Be particularly careful -

- getting on and off the boat – do not even try to unless the boat is stationary
- when the boat is in locks
- when working locks



Let the skipper know if your group has any **special requirements** or needs.

Discuss with the skipper what it is that you and your group want to get out of the trip and how we can best help you to do so.

Have a great trip!



Safety on the trip

A trip on a slow moving canal boat will be very safe as long as you follow a few sensible rules and use your common sense! Every trip starts with a safety briefing from our experienced skipper who is in charge at all times.

If the skipper tells you to do something, listen! It's for your own safety and he knows what he is talking about, having taken many groups on trips before.

The group leaders are responsible at all times for the safety and behaviour of the members of the group.

What to do if you fall in

Best of all, don't! But remember the boat and lock sides will get slippery when wet. If you fall in, try not to panic. The water often isn't as deep as you think. If you can, swim **away** from the boat and shout for attention. Someone will throw you a rope or lifebuoy. Hold onto it and do what the skipper tells you. Lifejackets are provided for under 16s and non-swimmers and are available for all.



Locks

Locks can be dangerous and must be treated with respect. A lock contains 60,000 gallons of water – your bath holds 10 gallons, yet they take the same time to empty! Think of the suction on that plug hole! And the boat weighs the same as 3 buses. Walk. Take your time. Think! If you are helping with the lock, you'll be given a chance to get off the boat before it goes into the lock and you can get on again when it comes out of the lock. So be careful at locks, whether you are on the lockside, winding paddles or staying on board. Never throw a windlass (lock key) to anyone – look after it well as you will have to pay for it if it falls in the canal!



On the boat

SMOKING IS NOT PERMITTED AT ANY TIME ANYWHERE ON THE BOAT.

Fire spreads very quickly on a boat and can be devastating.

The skipper's job is to keep everything in working order. A boat is a very small space for a lot of people and it really is important for your own safety and comfort to keep the inside clean and tidy at all times.

Joining in

Everyone can have a go at steering the boat and can join in at operating the locks, subject to the skipper's discretion. Just ask!

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Be considerate to others

Angel often travels the same route on the canals.

- Don't upset local shopkeepers or we won't be allowed in again.
- Don't make a lot of noise where there are other boats.
- Never climb onto a moored boat – it may be someone's home.



Please note:

Because he has overall responsibility for the safety of the boat and all passengers, if for any reason, whether because of unforeseen difficulties with the boat or the waterway or because of the behaviour of any one or more persons on the boat, and in his absolute discretion he considers it necessary to do so, the skipper is entitled to terminate the trip at any time.



Leaving Angel

What should I do at the end of my trip?

The skipper and crew are **not** responsible for cleaning the boat and clearing up after you.

- Take away everything you brought
- Check through the boat for your groups' belongings – in cupboards, under mattresses, in the fridge, everywhere!
- Remove all of your rubbish
- Leave the boat clean and tidy for the next group.

If you don't leave the boat clean and tidy, we will have to employ someone to do it for you, and we will have to charge you for the cleaner.

- Complete the "User satisfaction survey" form
- Tell the skipper what has worked particularly well for your group and if you have had any difficulties or problems – we are interested in making sure you get the most out of your trip and that you come again!

Your deposit will be returned as soon as possible after the trip. We aim to return deposits within 28 days.



HEALTH AND SAFETY POLICY

1. The management committee is responsible for health and safety of staff and of user groups whilst using the boat. The committee will review the policy and all risk assessments at least once each year
2. Day to day health and safety is the responsibility of the skipper, who is responsible for the safety of user groups while using the boat. To that end, his word on the use of the boat during a hire is final. If necessary and in extreme cases he will terminate the hire immediately if that is necessary for reasons of health and safety.
3. The skipper will give all user groups an induction talk as soon as possible after their arrival at the boat. There are different induction talks for non-residential and residential trips. The contents of the induction talks will be set out in writing so as to ensure consistency and to ensure that all essential points are covered.
4. All user groups will be made aware of the fact that there are hazards which cannot be avoided by ACCT by the nature of the canal infrastructure and of essential canal activities such as locking and the variable nature of the canal side against which the boat will be moored, and that it is necessary therefore for all user groups and in particular group leaders to be aware of these hazards.
5. The boat and its equipment will be maintained and regularly inspected in order to reduce the risk of malfunction to a minimum.
6. Smoking is forbidden at all times on board the boat.
7. User groups are not permitted to enter the engine room or to be on the boat forward of the front cockpit.
8. A first aid kit is carried on board.
9. The hoist is only to be used by trained staff and in the presence of adequate numbers of helpers.
10. Food hygiene is the responsibility of user groups who are expected to use practices such as taught on a basic food hygiene certificate course. Waste must be disposed of regularly. Deep fat frying is forbidden.
11. User groups must remove all unused foodstuffs on leaving the boat, and ensure that the boat is left clean. Further guidance for groups is provided in written notes for users.
12. All user group leaders must carry out their own risk assessments in advance of the hire and must report any risk areas particular to their group to the skipper before boarding the boat.
13. All accidents affecting user groups and staff must be reported in the accident book which is maintained on the boat.

