

FACTSHEET



InTouch Systems

FS 43

Introduction

This factsheet provides information about what an InTouch System is and what it is needed for. For full information and requirements please see the 'InTouch' Policy Document available in the resources section of the SSAGO website.

What is an InTouch System?

An InTouch System is a procedure set up to ensure that in the case of an emergency during a SSAGO event a SSAGO member's next of kin can be contacted and a SSAGO member can be contacted by their next of kin.

InTouch Systems are likely to vary depending on the type of event that they are for. Each system should have a person designated to be the person responsible for making and receiving contact with next of kin. For some events this will be a member of the club committee. For others, such as a weekend camp, this is better and more likely to be a Third Party who is unconnected to the group.

Club committee's are responsible for organising the suitable InTouch System for every event and ensuring members know the procedures where necessary.

When do we need an InTouch System?

Every SSAGO event MUST have an InTouch System. This means that weekly socials and weekend camps all have to have a suitable system put in place.

When you attend a SSAGO National Event the whole time you are on the event the event organisers will have an InTouch System in place in case of emergency. However, you must ensure that there is a suitable InTouch System organised for travel to and from National Events.

Collecting information for an InTouch System

All the information required to be collected is listed on the SSAGO Emergency Information Sheet in the 'InTouch' Policy Document. Clubs should hold members' names, date of birth, address, telephone numbers and email addresses plus full contact details of their next of kin (ie the person to contact in the case of an emergency). Clubs should also gather information about any medical or dietary information. This is useful to have in case a person has an accident and is taken to hospital/requires treatment. On the side, having this information will also help clubs to plan events that are suitable for all members to join in with. This information can be collected when a person first becomes a member of SSAGO. Club committee's should however ensure that members are asked to update their records should any information change.

What do we need to take on events?

In order to be able to make contact with members' next of kin it is essential that all events have a designated person carrying relevant information. For a weekly social at least details of participants' next of kin should be taken, the participant's date

of birth and address may also be carried if you wish. Such information would help to find medical records if a person was taken to hospital. Any information brought to the social must be available in the case of an emergency. If you have a member with a medical condition it may be worth making a note of this on the record that is carried just in case of emergency.

If a Third Party is being used as the person to make contact in the case of emergency (most likely to be if clubs were away for the weekend or out on a night hike but there may be other occasions when this is deemed more appropriate) this person must be supplied with names and contact details of the next of kin of all participants.

When you book onto a National Event all of this information is supplied in the booking page.

Reliance on technology

If information regarding members is stored on a computer it may be worth keeping a paper copy as back up in case anything goes wrong with the machine. It may be deemed appropriate to take a laptop to a social event with all the relevant information stored on it. Consideration needs to be given to how to ensure the laptop has power throughout the evening and therefore whether this is the most suitable form in which to take the records to an event.

If you decide to rely on a mobile telephone as a method of communication or storage of information careful consideration must be given to what will happen in the event of there being no signal, of something happening to the mobile phone to stop it working or if the battery runs flat. This does not mean you can not use a mobile phone to communicate but it does mean that you should check out how much signal there is and how you can charge it

before you decide to rely on it for an event.

Further information

More information on the requirements of an InTouch System can be found in the 'InTouch' Policy Document available in the resources section of the SSAGO website. Anyone who requires further clarification should contact the SSAGO exec (exec@ssago.org.uk).

Please be reminded that the National Exec can ask what your InTouch System is for ANY of your club events. If you are unsure of the requirements please ask. It is always better to Be Prepared!