

The **Holiday Leadership Scheme** comprises a **Holiday Leadership Certificate** and a **Camp Craft Certificate** for camping in tents (but not including overnight expeditions, for which a separate Expedition & Outdoor Leadership qualification is in place). The person leading the holiday is referred to as the Leader-in-Charge.

### Requirements to lead a residential

- a) The Leader-in-Charge of a residential activity of any duration, involving at least one overnight stay, must hold a valid Holiday Leadership Certificate.
- b) The Leader-in-Charge must be a Lieutenant or Warrant Officer who has completed Youth Leader Training or KGVI, holds a valid Holiday Leadership Certificate and has the approval of the Company Captain to take charge of the residential.
- c) The Leader-in-Charge has overall responsibility for ensuring that adequate arrangements are made for the safe management of the residential, including ensuring that a risk assessment is completed.
- d) Notification of the residential must be sent, via Online Brigade Manager (OBM), to Headquarters at least 14 days in advance.  
Providing that all details have been entered meeting the requirements set by The Boys' Brigade then the event will be automatically approved on OBM. Should there be any queries, then a member of the Headquarters team may make contact about the event.
- e) Where Company, Battalion, District or other Brigade parties intend to visit countries outside the British Isles notification must be sent in every case to Headquarters at least three months before the date of the visit for approval.

### Holiday Leadership Certificate Requirements

To gain the Holiday Leadership Certificate, the leader must:

- a) be a Lieutenant or Warrant Officer who has completed the compulsory e-learning modules, Youth Leader Training or KGVI;
- b) participate in a training event leading to the award of the Holiday Leadership Certificate.

Both of the above requirements must be in place before the leader takes responsibility for running the residential. If it is camping in tents, as part of the safe management of the event, the Leader-in-Charge is responsible for ensuring that at least one person attending holds a current Camp Craft Certificate.

### Camp Craft Certificate Requirements

To gain the Camp Craft Certificate, the person concerned must:

- a) be a Lieutenant or Warrant Officer or Residential Activity Helper;
- b) participate in a training event leading to the award of a Camp Craft Certificate.

Both of the above requirements must be in place before attending the camp using tents.

### Duration and Renewal of the Certificates

- The Holiday Leadership and Camp Craft Certificates are valid for a period of **five** years.
- Leaders attending a residential will be recorded on OBM through the holiday notification process.
- For renewal of either certificate, leaders will complete an e-learning module, which will provide up to date information on policies and procedures, and remind leaders of their responsibilities whilst taking children and young people on a residential.
- Once completed, the training record in OBM will be updated to reflect that the necessary training is complete.
- Individual certificates can be accessed and printed from a leader's OBM record.