



**INFORMATION
for CAMP STAFF**
Please read in conjunction with the
participants information

TO BE HELD AT FORDELL FIRS
26th July - 2nd August 2008
(Camp participants arrive 27th July)

Thank you very much for agreeing to give up your holiday time in order to give 650 Participants, Service Team and Adult Leaders from around the world an amazing experience. Without your support this event would not be possible. We appreciate your hard work but hope that you have a wonderful time. The camp will start for camp staff and the Service Team on Saturday 26th July with participants arriving on Sunday 27th. Following a busy day of setting up camp there will be a Welcome Reception and Dinner on the Saturday evening.

Central Team

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|------------------------------|-------------------------------------|
| ❖ Camp co-ordinators | Agnes Haggart & Anne Mackintosh |
| ❖ Administrator | Claire Morrison & Lesley Calderwood |
| ❖ Camp Leader | Jennifer Hamilton |
| ❖ Catering Co-ordinator | Lesley Anderson |
| ❖ Events Co-ordinator | Sonja Reid |
| ❖ Health Co-ordinator | Kirsty Murray |
| ❖ International Co-ordinator | Louise Drain |
| ❖ Marketing Co-ordinator | Liz Menzies |
| ❖ Scout Liaison | Elaine Watson |
| ❖ Service Team Co-ordinator | Colin Simpson |
| ❖ Special Needs Co-ordinator | Lara Gregson |
| ❖ Treasurer | Doreen Henderson |

Activities Team

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|-----------------------------|-----------------------------------|
| ❖ Co-ordinator | Susan Scrimgeour |
| ❖ Fordell's Activities | Neill Sinclair |
| ❖ On Site Activities | Carol Morwood |
| ❖ Crafts | Ruth Wilkinson & Emily Pritchard |
| ❖ Water Sports | Ann McCutcheon & Longcraigs Staff |
| ❖ Hill Walking | Kenny Gray |
| ❖ Cycling | Stephen Gray |
| ❖ Community Action projects | Jenny Campbell |

Applications

Completed Camp Staff Registration Form with a non refundable deposit of £50 (Cheques payable to Festival 08) should be returned to "Festival 2008", Girlguiding Edinburgh, 33 Melville Street, Edinburgh EH3 7JF by 31st January 2008. The balance of £20 and Health Form is due by 31st May.

Sub Camps

There will be 10 sub camps of approx 50 (Guides, Scouts and leaders), a Service Team Sub Camp and a Central Sub Camp. Unless requested by Leaders participants will not normally be in the same sub camp as their own leaders. Participants will be given the opportunity to select 2/3 friends with whom they wish to share a tent. Ideally there will be no more than one patrol from a unit on the same sub camp. International visitors will be allocated to Sub camps.

The minimum staffing required for a sub camp is a Sub camp Leader and, if possible, an Assistant Sub camp Leader; Caterer and 2 Assistant Caterers; a First Aider and an Assistant First Aider (one male, one female) and an Activity Co-ordinator which makes a total of 7 or 8. It is hoped that each sub camp will have up to 14 members of staff, some will be Guiders and Scouters from other UK regions and abroad. Some sub camp staff will be assisting with the activity programme.

Equipment

Participants and Leaders will be sleeping in tents but there is indoor accommodation for anyone unable to sleep under canvas.

The sub camp canvas and equipment will be provided by the sub camp. This will be coordinated by the Camp Leader and the Sub Camp Leaders.

Catering

Each sub camp will have a caterer and at least one assistant caterer. The menu will be drawn up by the catering coordinator in discussion with sub camp caterers at their first meeting. The aim is to ensure a well balanced diet that caterers will be able to prepare with the help of participants without undue effort and that all will enjoy eating. Each sub camp will follow a similar menu with flexibility for creativity as suits. Special provision will be made for those with dietary requirements in negotiation with sub camp caterers. Cooking will be on a 6 ring gas hob with ovens which will be provided. Stores will be supplied from a central store on site with fresh food being supplied on a daily basis. There will be hot water boilers on each sub-camp (hired if not available locally). A list of catering equipment required will be issued to sub camp caterers in due course.

Members with Disabilities

It is intended that there will be facilities and staff at the camp to make it possible for any member, girl/boy or adult, to attend. It is planned that guides/scouts with disabilities will (as far as possible) be in a patrol with others from their own unit. Other members of the patrol will be given guidance on how to respond to disability and how to offer assistance. Adult staff will be trained at a level appropriate for their particular area of responsibility at the camp. Care will be taken to train inexperienced helpers in the correct and safe use of wheelchairs and other equipment.

Health and First Aid

Each sub-camp will have a First Aider with an up-to-date Guide/Scout First Aid Qualification for residential events and a qualified assistant. They will be responsible for day to day health and first aid on their sub camp. Sub camps will provide their own first aid kit and a suitably equipped first aid tent. A single list of simple remedies for the entire camp will be distributed for parental consent. The Guide and Scout Associations follow strict guidelines regarding the storage and distribution of medication to participants at camp. Members under the age of 18 may not administer medication. First Aiders will follow Safe from Harm guidelines and have appropriate adults present when young people of either sex are being treated. There will be a central First Aid team, including a camp doctor, to support sub camp First Aiders.

It is expected that the Service Team will undertake the majority of the cleaning in the toilets and showers and that sub camp First Aiders will not be responsible for this. Sub camp First Aiders will liaise with Caterers to arrange the safe disposal of rubbish and other aspects of general hygiene.

Programme

The programme will include adventurous activities, watersports, community action project, crafts, excursions and various other camp activities.

Daily Programme

- 8.00am Breakfast
- 10.30 -12.30 Activities
- 1.00pm Lunch
- 2.30-4.30 Activities
- 6.00pm Dinner
- 8.00-10.00 Evening Activity - e.g. Disco / Campfire / Ceilidh / Sub camp evening
- 11.00pm Lights out
- 11pm - 6am Silence on Sub camps

Activities

In April participants will be sent an Activity Choice Form. Activities will include:- Archery, Assault Course, Caving, Climbing Wall, Crafts, Crate Climbing, Community Action, Grass Sledges, Hill Walking, Low Ropes Course, Mountain Bikes, Pioneering, Quad Bikes, Trampoline, Turf Boards, Water Sports. Leaders who do not have an allocated job on a sub camp i.e. sub camp leader, cater, first aid, will be asked to help with activities either as a leader or an assistant. Training will be available for the on site activities before the camp or on the Saturday afternoon. If you have a particular interest please get in touch with the appropriate member of the Activities team or indicate it on your registration form.

Kidzclub

During the morning and afternoon activity sessions there will be a Kidzclub available for leaders' children. This will be run by suitably qualified leaders

Alcohol

Members under 18 years of age found with alcohol or under the influence of alcohol will be dealt with strictly in accordance with the Associations' Policies. There will be a strict policy of no alcohol in front of young people or while they are in your care. There must be at least 3 adults on each sub camp who are not drinking and all adults must remain capable of dealing with an emergency or first aid incident. There will be wine, beer and soft drinks available in the leaders chill out area in the central square in the evenings between 10pm and midnight. Leaders will be encouraged to socialise in this area rather than on the sub camps to avoid disturbing the guides and scouts.

Drugs

Members found with illegal drugs or abusing solvents or under the influence of either will be dealt with severely. Parents/guardians and appropriate authorities will be contacted at the earliest opportunity and members sent home.

Smoking

Smoking will not be permitted on the campsite. There will be a designated area off site.

Child Protection Policy

The Guide and Scout Associations operate a Safe From Harm policy to safeguard its members while participating in activities. All Adults helping at camp are required to abide by this policy. All leaders / instructors with unsupervised access to the guides and scouts will have completed a volunteer registration process.

Website

The camp website will be updated regularly as plans progress. All registration and other forms will be available to download from the website. It is hoped that the website will be updated during the camp with photos and reports on the various activities and events for parents and friends at home.

Website. www.festivalcamp2008.org.uk

If you have any queries contact the camp co-ordinators:-

Agnes Haggart and Anne Mackintosh

Or email festival08@girlguiding-edinburgh.org.uk