



FSC CAMP CHIEFS' HANDBOOK

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We hope you find this useful and where there's something which needs updating or amending, please email cc.handbook@fsc.org.uk. A revised version will be compiled following summer camps

This Camp Chief's Handbook is in 6 parts:

- 1 The Role of FSC Committees (within this document)
- 2 Checklists for Camp Chiefs (within this document)
- 3 Running a Camp (within this document)
- 4 The Documents and Forms you and your staff will need
<https://www.fsc.org.uk/staff/camp-chief/camp-chiefs-handbook/#part-4>
- 5 The Policies <https://www.fsc.org.uk/staff/camp-chief/camp-chiefs-handbook/#part-5>
- 6 Camp Chief's IT document [Camp Chief's IT Support Document](#)

The whole handbook is on line at <https://www.fsc.org.uk/staff/camp-chief/camp-chiefs-handbook/>

This documents containing Parts 1, 2 and 3 is available as printed copies from cc.handbook@fsc.org.uk

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As what we do both at camp and in the organisation evolves, this Camp Chiefs' Handbook needs regular updating.

Extract from The Memorandum and Articles of Forest School Camps 1968

FSC aims to "to foster a spirit of self-reliance and responsibility by practical accomplishments and to endeavour to impart an intelligent understanding of community life based on an attitude to others of tolerance, sympathy and friendliness"

From *The Forest School*, by Ernest Westlake, founder of Forest School (Godshill 1919)

It is not a few miserable square feet of asphalted playground that children need, but the vast expanses of rolling down and wild tracts of hill and shore that from their relative barrenness are comparatively worthless for anything else: but which will become recognised (soon, we hope) as the natural and incomparably valuable training grounds for that most valuable of all crops – our citizens to be. Children's play *is* children's work, and that one who has not done good play as a child will never do good work as an adult.

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Welcome!

FSC's ability to run camps is dependent on you, the Camp Chief offering to run a camp. This is hugely appreciated. Blue sky!

Part 1 – The Role of FSC Committees and groups

1.1 Camps Committee

The main jobs of Camps Committee are:

- Putting next year's programme of camps together
- Liaising with landowners re site fees and finding and establishing new sites
- Organising and preparing the FSC programme to go on line
- Planning camp dates and liaising with other committees re the programme
- Producing and updating the FSC Brochure as necessary

Camps committee contact all Camp Chiefs by email each year inviting them to run a camp in the following year so it is important to make sure your email in the address list stays up to date. If you can respond to camps committee's requests for offers in the given timescale, that is enormously helpful.

Timeline for producing the programme

Late August/ September

- Camp Chiefs are invited to run camps with a deadline to respond usually in October. However if anybody is not camping in the summer and would like to make an earlier offer please do contact us.

October

- Camp dates will be confirmed at an Autumn Council
- All Camp Chiefs who offer camps will have their offers acknowledged.
- If there are insufficient offers at this point it will not be possible to confirm offers precisely. If there are too many offers in one time frame and too few in another we may need to discuss the possibility of you camping at a different time of year.

November

- Discussion with Camp Chiefs about offers and sites will take place in November
- Camp Chiefs asked to write blurb
- Crosschecking of programme going on into mid-December.
- The site liaison officer will contact the farmer to check sites are available.

December

- The camp programme taken to council for approval.
- The programme is planned and prepared to be put on line during December

January

- The programme goes live on the FSC website early in January
- Site info sent to Camp Chiefs.
- Reliable site info relies on the Camp Chiefs updating it after their camp the previous year.

First rec ccs: When staff have a first CC recommendation accepted by staffing committee, they will receive a Camp Chief invitation letter once staffing have notified camps committee. First rec Camp Chiefs can use the staff address list to identify possible Co-Camp Chiefs.

What is in the Camp Chief offer email? This will inform you of the dates of camps (summer dates may be provisional until approved by council), the type and number of camps needed and the sites available. We are a mainly standing camp organisation but every year we offer mobiles and often canoe camps. Offers of camps which are different may well need to be discussed at executive to ascertain feasibility. This could include the Camp Chief working out costings in order to see if the camp is financially viable. We try to ensure a balance of female and male offers where possible and value more experienced Camp Chiefs supporting first rec ccs.

Standing camp sites: Deciding who camps where isn't always straightforward, needing consideration for the organisation as a whole. If for example three Camp Chiefs would like to use the same site in the same period we have to weigh up whether the Camp Chief had their chosen site last year, if they are supporting a first rec Camp Chief etc.

Second fortnight short camps are generally on the site of a first fortnight camp for ease of kit transport and cost.

We are always on the lookout for new sites and if you have one in mind 'Guidance for Landowners' is available on the website for discussion with a farmer. We ask that site fees are not discussed specifically with the farmer in order that we can attempt to keep site fees similar between sites. Please contact new.sites@fsc.uk

It is for the Camp Chief to make arrangements with the farmer or landowner for the supply of wood and water. The details for this are contained in the site information.

Travel to the camp is organised by the Transport Officer, who will contact you early in the new year to discuss your transport requirements. If you prefer to organise your own transport, please discuss this with the Transport Officer. The method and destination of any transport is stated in the programme.

1.2 Stores Collective

The Stores Collective sends a standard set of equipment to each of the summer standing camps from the Stores Centre at Haddenham. They also arrange for return transport to Haddenham and they will write to you before your camp explaining what you have to do with the equipment at the end of the camp. For other camps, many different arrangements are made for getting the right amount of equipment to your site so please contact the Stores Collective as soon as possible, with at least two months' notice in advance to make sure you get what you need, when and where you need it. You or someone else may have volunteered to collect the equipment from Haddenham or from a stock held by one of the regional groups, or it may be delivered by van or lorry as for the summer camps.

In order to help prepare, fix, clean and pack all of our camping equipment, we ask that every staff member attend a weekend of Stores at Haddenham. Easter camps are packed in February or March, Whitsun camps in May and Summer Camps at the June and July weekends. This is a great opportunity to bring together your staff group prior to camp and again to hold a reunion at a weekend of unpacking, airing and washing up in the Autumn months.

1.3 Children's Committee

The relevant enrolments secretary of the Children's Committee will allocate children to your camp; their age range and total numbers will be as arranged with the Camps Committee. Before the offers are made you will see a list of children preliminarily enrolled on your camp and, where possible, their Camper Notes. Children from Supported Enrolments will be placed on all camps. There will be a discussion with you about the enrolments to ensure you know the child's needs.

Please do not:

- Enrol any children on your camp.
- Confirm precise fee contributions for any child.

Note: Any queries about places or fees support should go through the Children's Secretary.

If you are able to take more than your allocation of campers, please let the appropriate enrolment secretary know as soon as possible. All the campers' details will be sent to your organiser. All fees are now collected centrally.

The enrolments secretary may ask you to take more than your allocation of campers. Only agree to do so if you are sure you have sufficient experience amongst the staff group and the site you have chosen can

accommodate the extra numbers. The campers' enrolment forms will be sent to your organiser who will complete their enrolment and collect their consent forms and updated camper information.

1.4 Inclusion Committee

The Inclusion Committee deals with all matters concerning placement of disabled campers in FSC. Set up in 2010, its role is to drive an ethos of inclusion within the organisation. The committee brings together information from camp, from staff and from parents, in order to effectively place campers and staff with disabilities so they are well supported on camp. Providing routes into staffing for members of the lodge who have additional care and support needs is an important part of this and you can find more information about this in the [supported staffing guide](#) in the '[Roles on Camp](#)' section of the staff home page on the FSC Website.

Ahead of camp Inclusion Committee will liaise between you and Staff Enrolments about extra numbers of staff needed and levels of experience required for an appropriate staff group. They will liaise with you to delegate an appropriate Inclusion Ambassador from within your staff group. The Inclusion Ambassador will read out a document about inclusion on camp usually at the first staff cuppa. They will be on hand with questions about disabilities and have an overview of inclusive practice on camp. Inclusion Trainings are organised by Inclusion Committee for staff. They normally happen in the spring and offer practical advice, tips and general information for staff to help support disabled campers on camp. It has been beneficial for staff of all experiences, including Camp Chiefs, to attend this training and it is highly recommended that you do so if you have not been to one recently or at all!

The Inclusion Committee has put together the Inclusion Section of the Childcare Handbook. This contains in-depth tips and ideas about how to support the needs of campers with disabilities on camp, lots of information on various disabilities and field-specific advice on best practice.

1.5. Staffing Committee

Staffing Committee will tell you which staff have enrolled for your camp. The total number will be related to the number of children – this is usually about one staff to every four children, with additional staff to look after children with special needs. Staffing Committee will also inform you which staff are Group Chiefs, and can help you to find a caterer if you do not have one already. Staffing Committee will allocate you a camp “buddy” to support you with any staffing issues in the run up to camp.

One of the “buddy’s” roles is to contact you to ensure you have understood FSC’s safeguarding procedure and have nominated a Safeguarding Lead in advance of camp. If you would like someone to support you in the run up to camp please contact the Staffing Secretary who will allocate you someone with the appropriate experience.

1.6. Finance Committee

A few weeks before camp Field Finances will contact you to confirm details of the camp which impact the budget (e.g. the number of staff expected on prep and clear up, whether cash is required for wood etc.). This information will be used to produce an imprest which is a float which should be sufficient to cover all expenditure at the camp. When the imprest is transferred into your Camp Treasurer's account they and you will be emailed the Field Finance Record Sheets. The front page is the imprest record explaining how this total was calculated, the rest are accounting forms so you can keep track of how the money is spent. Please keep account of all the money you spend for FSC and get receipts for everything. Should you need money earlier in the year, please contact the FSC Treasurer as soon as you can, so that an appropriate advance can be agreed.

When you apply for your imprest, Finance Committee will request you name a “Camp Treasurer” from staff on your camp. (If arranged when people apply to camp, the staff member taking this role is guaranteed a place on your camp). They will be responsible for holding the money once the amount has been agreed with the Camp Chief. Their task will be to keep track of all expenditure on camp, refund individuals for their

expenditure on camp, collect all receipts and write it up in full detail on the online Field Finance Sheets. They are also the point of contact for any queries Finance have about how the money was spent.

Please remind any staff this may apply to but we don't reimburse international travel to camp as standard practice. Staff can speak with finance in advance about this.

1.7 Insurance and Health and Safety

FSC's insurance policies are split into various elements:

- Public Liability
- Employer's Liability
- Property insurance (ie Haddenham, equipment and some IT equipment)

FSC's Public Liability insurance is there to cover the potential cost of pay-outs and legal fees if we are sued by a third party (e.g. members of the public or farmers).

FSC's Employee Liability insurance is there to cover the potential cost of pay-outs and legal fees if a member of staff sues FSC for loss or injury caused by our negligence.

FSC's buildings and contents insurance covers loss or damage to our buildings at Haddenham and our equipment, both while in storage and in transit

FSC's insurance policies cover all activities, not just the camps listed in the programme (ie Haddenham weekends, meetings, non-programme camps)

As and when required, we take out extra insurance to cover overseas travel or a marine policy for sailing camps.

While all possible care is taken to avoid accidents, Forest School Camps does not insure for personal accident or for loss or damage to personal property for either members of staff or children. Similarly cover does not extend to staff members' use of cars at camp.

Camp Chiefs need to be made aware of the risks inherent in running a camp. Risk Assessments are available at <https://www.fsc.org.uk/r/ra>

The Risk Assessments are to help guide Camp Chiefs to minimise risks; we recognize that in some instances the recommended assessment may not be manageable (e.g. ensuring that sites are kept free of livestock for 3 weeks prior to a camp). In such cases mitigations to reduce risk should be implemented (for e.g. in the above case, the need to clear the kitchen of animal faeces on prep camp).

All Camp Chiefs should have read all Risk Assessments before going to camp.

First Aid books and Medical Administration Record (MAR) forms are used to record incidents and administration of medicines. It is important that both are completed accurately and returned to the Insurance Volunteer at the end of camps. These documents are kept for seven years in case they are needed as evidence for a claim of negligence.

1.8 Executive

Exec is the group which includes the secretaries of all committees, the insurance volunteer, vice-chair and chair. Their role is to make the role of running camps as easy as possible whilst supporting you with some essential admin tasks. They can help all Camp Chiefs with the administrative side of the role.

The main aim is to increase the level of support for Camp Chiefs, whilst at the same time helping to pass on information from camp to camp. Camper Notes, staff report, site info play a crucial role in helping future Camp Chiefs plan and deliver their camps effectively. Each year, a set of Top Tips is put together. These include key points which have arisen over the past year and any specific changes which camps should know about in advance. They also include good practice drawn from previous years' camps.

Holding the Fort is a group who are available to provide support, information or guidance if something happens at camp where you need to speak to people in 'civilisation'. The team includes a member of children's and staffing committees, the insurance volunteer and another member of exec.

1.9 Council

Executive puts into practice the decisions of Council which is, as you will know, the group which decides the policy and future direction of FSC. Any member of staff can be a member of Council which legally has the role of the trustees or directors. It meets six times per year and its decisions range from approving the programme and budget to agreeing a sustainability policy and making changes to child enrolment priorities. Decisions are made by consensus and it is designed to be both staff cuppa and a trustees meeting.

1.10 Medical group

This is a new subgroup of children's committee. They review the medical information that is submitted by parents, before camp to ensure we have the right information to care for these children well. This includes recommending when extra staffing is required, talking to some parents, pointing out relevant training for staff (eg. for Epipens) and liaising with organisers about Medical Administration Record forms.

Medications Overview

If a child has regular medicine that staff need to look after, give to them or remind them to take, we need to record that we have given each dose and this record needs to be kept (like the first aid book) for several years after camp as it is an insurance requirement to provide evidence in the event of litigation. Older children (Tracker and Pathfinders) may look after and store their own medications if their parents give consent for this. ADHD medications are the exception which need to be looked after and safely stored by staff on camp.

Use of Medication Administration Record (MAR) forms is good practice in all places where children are cared for outside their home. Consider a worse case scenario such as a child becoming seriously unwell – if we can't show that we gave them their medication we could be open to litigation.

There are children where we will know a long time in advance about their medication (e.g. asthma inhalers, epilepsy or ADHD medication). There will also be children who turn up with a last minute change to their health or medication at escort/camp with a new medication that we weren't aware of (e.g. on antibiotics for an infection). We ask parents to tell us if they are happy for the child to look after and take their own medication (Trackers and Pathfinders only, we should presume that younger children will need support), or whether we need to be responsible for it.

ADHD medications are often controlled medications (those with potential for abuse, and potentially a street value). Particular care should be taken in storing and looking after these medications. We are working on having lockable boxes available for every group and one for the first aid tent (to lock paracetamol/ibuprofen away).

Before Camp

Parents provide information about their child's health and any medications. The medical group will review this information.

For children where we know they take regular medication:

1. The Organiser will prepare a regular Medication Administration Record (MAR) form (blank and example forms can be found in your camp folder) when details of the medication are confirmed by the parents.
2. The Organiser will send the prepared Medical Administration forms to the Escort Leader before camp to print off and take to camp. Escort Leader also needs to take some blank forms to Escort for last minute medications.
3. The Camp Chie/fEscort Leader should also take plastic wallets/boxes to keep the forms dry, pens, spare pre-filled and blank forms as a backup

At Escort

The Escort Leader should print all the children's Health forms and MAR forms to take to Escort.

Escort Leader/ CC identifies another staff member to be the Medication person; they check with parents if they need to update any medical information and collect medications in. Medications should be in the original packaging with instructions in a bag labelled with the child's name and group.

For children you discover at escort are on a regular medication that we didn't know about and that we need to be responsible for:

1. Ask the parents to amend/add to the printed out Health form at Escort by hand.
2. Have some copies of the blank version of the MAR form on escort, and fill it in on Escort/arrival on camp and use it as outlined above.

On Camp

Ensure that all the Health forms and MAR forms brought by the Escort Leader are distributed to the groups. Information added to a Health Form at Escort needs to be transferred to any backup copies on camp.

Storing Medications and Health Forms on Camp

Health Forms should be kept privately on camp e.g G.C tent. (Health forms could also be kept in the Group Medication lock box where available, see below).

Staff Health forms should be kept privately by the Camp Chief and should only be looked at in an emergency. Medication lock boxes (4 digit combination code, usual FSC code number) are now available for each group on camp and arrive as part of your camp kit..

There will be one for each group and one to sit next to the first aid box in the first aid tent. Children's medication can be kept in the lock box on the Group site in a staff tent. Camp supplies of Paracetamol and Ibuprofen will be in and should be kept in the box next to the first aid box (so allowing easy access to first aid supplies). Keeping medications locked away prevents accidental discovery and is a deterrent for someone seeking out medications.

Emergency medications such as Epipens should not be kept locked away for speed of use.

Process for giving children medication and recording on MAR form

Group staff will sign the MAR form on camp, adding their initials each time the medicine is given. Example forms are in your camp folder. The Group staff can share who will do this. Keep the MAR form with the medication so that the staff giving the medication can check when it was last given.

After Camp

At the end of camp, Group Staff give the MAR forms to the Camp Chief who will send them to the insurance volunteer with the first aid book. Any taken home by mistake can be sent to the insurance officer when discovered (address is on the form). They are legal documents that need to be kept for 7 years after camp.

1.11 Hygiene and keeping people well.

Please also see

Preventing Infection Document produced in response to serious health issues arising last summer at camp.
<https://www.fsc.org.uk/wp-content/uploads/Preventing-Infection.pdf>

We have updated our Risk Assessments and hygiene protocols to mitigate against the spread of infectious diseases. These include:

Site

- All livestock to be cleared from the field 4 weeks before camp (includes sheep)
- If this is not possible animal faeces should be cleared from the kitchen and dining area on prep camp.

During Camp

- Food, cooking utensils and washing up bowls must be stored off the ground
- Ensure water is stored in a closed container
- Watering cans for kitchen for hand washing
- Foot operated syphons for lats (not tippy tappy)

Catering practices

- Sterilising tables regularly - ideally at least 3 times a day
- Have a system of food preparation and washing up which keeps everything off the floor
- If using a fridge you should have a thermometer to regulate temperature
- Meat should not be not stored; it should be prepared and eaten on the day of delivery
- Hand washing techniques - 20 seconds under warm running water

Hike procedures

- Robust handwashing techniques: we are currently exploring safe ways of washing hands on hike. Hand sanitiser is the second line of defence.
- Do not use grass to clean plates

1.12 Escort arrangements

This is an updated policy and needs Camp Chief input. You will need to be signed in to Google to access it - <https://www.fsc.org.uk/r/es-1>

1.13 Bullying on camp

Some significant changes are involved in this updated approach which is highlighted in the Childcare Handbook - <https://www.fsc.org.uk/wp-content/uploads/FSC-Childcare-Handbook.pdf>

1.14 Holding the Fort

The Holding the Fort Team provides critical support in the event of an accident or incident at camp. All members of the Holding the Fort Team(s) have safeguarding training. Their role is to provide support to Camp Chiefs and other staff in the field on a wide range of issues Including to:

- take control of serious incidents and safeguarding incidents
- be the central point of contact, (rather than the Camp Chief) although authorities etc. may want to contact the Camp Chief directly in some instances.
- log all calls to Holding the Fort
- record all actions taken, including phone calls to authorities, and any follow up actions required after camp

The recording and logging of all incidents is important as in the event of an insurance issue, we may need to provide evidence of action taken following an incident or disclosure

Camper Concern and Critical Incident report forms

An incident may require the completion of a camper concern report form or critical incident report. During the camp, the expectation is that the Holding the Fort team will create them, with camp completing the reports after camp.

Critical Incident forms should be sent to the [Insurance volunteer Children's committee](#) should be told about any Camper Concern forms.

Part 2 - The Checklist for Camp Chiefs

2.1. Preparing for Camp

See also [Section 3.1](#). This timescale is for summer camps: camps running earlier in the year will clearly differ in some ways

November/December

- Write a description of your camp for the programme.
- Respond to messages from camps committee about size of camp and number of groups
- Find a caterer(s)

January

- Speak to Staffing Committee about the possible size of camp.
- Speak with Inclusion Committee about Children with special needs.
- Speak with Children's Committee about numbers of Pixie Parents and staff camping with their children
- Plan to attend Camp Chiefs' Conference in London.
- Discuss transport plans with the transport officer
- Receive site information from camps committee
- For camps abroad check insurance.

February

- Contact the Stores Collective about your equipment and arrangement for stores and their transport.
- Contact the farmer/landowner.
- Order wood and secure a water supply for your site.
- Share site information with the caterers
- Find a treasurer: it's recommended that Camp Chiefs generally delegate that role.
- Organise a site visit
- Attend and encourage other staff members to attend the Inclusion Training that takes place in Spring

April

- Organise your staff to attend a packing weekend at Haddenham.
- Liaise with your organiser about equipment requests from parents (Whitsun onwards only)
 - Easter Camps packed in March
 - May Day weekends packed in March
 - Whitsun Camps packed in May
 - Summer Camps packed in June and July – coordinate with stores which weekend your camp will be packed
- Attend the Pre-Camps meeting in London or make sure some staff from your camp are able to attend.
- Liaise with caterers about likely numbers and the programme

May – June

- Contact all your staff once they are confirmed by the staff enroller. If any member of staff contacts you to say they can no longer attend, ensure that the staff enroller is also aware.
- Contact the staff who have had additional support needs flagged up to you.
- Identify a Safeguarding Lead and make sure they contact the Safeguarding officer
- Check travel arrangements with the Transport Officer and let your organiser know.
- Allocate staff to groups to ensure a balance of experience and gender and to meet staff preferences as far as possible. Consider phoning staff if you need them to staff a group which they have recently staffed.
- Contact landowner/ farmer confirming dates of prep camp and equipment arrival
- Write welcome email to all staff and suggest date for packing stores at Haddenham
- Contact the other fortnight CC (summer camp only).

June – July

Give appropriate staff access to documents in your Camp Folder. DO NOT give any staff full access. Suggestions are:

- Dietary information share with caterers
- Escort information share with Escort Leader
- PDFs of ALL health forms and Medication Administration Record forms- share with Escort Leader to print
- Group folders containing health forms for that group and camper notes can be shared with Group Chiefs only (as staff may change up to last minute)
- Make individual contact with those staff who will have key roles on camp, for example: GCs, Escort Leader, treasurer, first aid, safeguarding lead and pastoral support for first time staff. Draw up a programme and daily timetable for your camp.
- Draw up group, staff and clan lists.
(Access for all staff in your camp folder could include group, staff and clan lists and a programme)
- Draft the Pre-Camp Circular using the template in your camp folder, store this in your camp folder so that Holding the Fort can read it (organiser sends out 2-3 weeks before camp).
- Confirm arrangements for escort with the Escort Leader.
- Contact Finance Committee to ensure you have all of the correct forms for completing camp accounts and receive an imprest. Find out how to take out cash near the site.
- Receive Camper Notes from Children's Committee and pass to Group Chiefs. - from 2024 this changed to Children's Committee placing them in Group's google drive folders.
- You will receive info on which staff have inclusion experience so can ask someone appropriate to be the Inclusion Ambassador or request volunteers.
- Identify staff for prep camp and arrange transport with lift shares or advanced tickets . **Sharing staff contact details** should make this easier
- Send to all staff: pre camp circular, letter, outline programme, staff list with staff contact details, group list of children, Cars at camp document, staff health forms
- Send the documents on: safeguarding, inclusion, preventing infection and to the relevant staff on escort, stores and kit support
- Attend, hopefully with a group of staff, a Haddenham packing weekend
- **Complete safeguarding training and encourage other staff to do so.**

One week before camp

- **Print Off One Copy Of All The Child Health Forms, All The Medical Administration Record (Mar) Forms (The Latter As Backup 2nd Spare Copies) And One Copy Of The Camper Notes And Take To Camp**
- **Ask The Escort Leader To Print Off One Copy Of Each Health Form, And All The Medical Administration Record (Mar) Forms To Take On Escort. Also Blank Mar Forms**
- Check you have completed forms for all cars at camp.
- Check you have a first aid book.
- Check in with Escort Leader. Ensure that the Escort Leaders are in contact with the organiser about child travel plans and have coach company contacts.
- Ensure that the Escort Leaders are in contact with the organiser about child travel plans and have coach company contacts.
- Check you have details for Holding the Fort and have the number accessible on camp 0870 9619988,
- Encourage staff to become familiar with the new Childcare Handbook
<https://www.fsc.org.uk/wp-content/uploads/FSC-Childcare-Handbook.pdf>
- Make sure you're familiar with new things for the current year.
<https://www.fsc.org.uk/staff/camp-chief/camp-chiefs-handbook/>
- Take 3 or 4 copies of the Childcare Handbook with you.
- Take hard copies of key documents with you. Store sensitive documents eg child notes and the children's information in a locked vehicle and let staff know. Each group chief will also have copies of their group's health forms, Medication Administration Record forms and camper notes in their tent.
- Produce the clan list and take 15 copies

2.2. At Camp

See also [Section 3.2](#)

Prep-camp

- On arrival, meet and discuss camp with the landowner/farmer.
- Set up a kitchen (fireplace, catering tent, pits, etc) and make arrangements to keep kitchen equipment off the ground (i.e. kitchen dresser). Make arrangements for handwashing in the kitchen at all times.
- Dig the essential lats, erect the shelter tent, and finalise the group sites.
- Make sure the kitchen and dining area are free of animal faeces. See *Preventing Infection* about the importance of keeping cooking equipment, food, food prep, and washing up off the ground from day 1. <https://www.fsc.org.uk/wp-content/uploads/Preventing-Infection.pdf>
- Ensure caterers' deliveries are on schedule

Day one

- Greet the escort party when it arrives.
- Ensure that all the Escort health forms are distributed to the Group Chiefs to keep on site in their tent. Ensure that all children's medications that have been collected from parents are distributed to the Group Chiefs to keep on site in GC tent.
- Remind GC that completing the Medication Administration Record forms is good practice, are a requirement for our insurance and are kept after camp for a number of years so we have records in case of litigation.
- Make sure pocket money has been collected by Group Chiefs for safe keeping.
- Check with Escort Leader for absentees and receive return tickets for safekeeping.
- Brief all the staff at the first staff fire.
- Remember (or remind the treasurer) to be aware of cash for hikes and staff expenses: not everywhere takes card payments and not all staff may be paid through BACS.

During camp

- First staff cuppa to include input from: safeguarding person; Inclusion ambassador; staff welfare; sexual harassment, the programme as well as input from each group about children
- If any unusual occurrences arise, inform the "Holding the Fort team" and ensure that the safeguarding procedure is properly implemented.
- Record all accidents, injuries, illnesses, tick removals and giving as-required medications (e.g. paracetamol or antihistamines) in the first aid book.
- Make sure that hikes are properly planned and that Group Chiefs take key contact information (the 'filofax'). Ask the Camp Treasurer to talk about the need for receipts for everything on hike (and also for staff expenses)
- If a child who already has Camper Notes is having a difficult time it can be useful to re-read their Camper Notes during camp.
- You may need to share support for that child with staff in other groups. This can be a positive way to equip other staff with skills and experience.
- Encourage groups to send a postcard or thank you card to hike sites they've used
- Talk to Group Chiefs about their groups and individual members of staff.
- If livestock have entered the site during camp, ensure that the kitchen and dining circle are cleared of faeces

Near the end of camp

- Ensure that the treasurer follows guidance on staff expenses eg receipts for travel and items previously agreed.
- Discuss site clear up and expectations with the landowner/farmer.
- Check with Group Chiefs and the Escort Leader that every child's return journey is accounted for.
- Escort leaders will need to have information about each child's return journey and medicines if required
- Encourage the group chief to write Camper Notes with their staff on children who arrived with Notes and/or where the child or the next camp would benefit.
- Check that there's a plan for how to record / feedback Camper Notes (which could be handwritten in the field but should be typed up and sent in asap)
- Speak with Group Chiefs about their thoughts for the reports on staff members in their group.
- Plan ahead to identify time to speak with each member of staff about their Staff report, starting with thanks and then ideally agreeing key topics of contribution and areas for future development
- Ensure that Escort Leaders have phoned the coach company to confirm timings

On the penultimate day

- Confirm staff travel arrangements and ensure you have sufficient staff for clear-up camp.
- Make sure that the clear-up is done thoroughly.
- Make a list of which parents need to be talked to at pick up and which will be followed up after. Assign a person to speak to each parent (either Escort Leader, GC or CC as available on escort)

At the end of camp

- Ensure equipment is on the trailer or returned to the pick up spot
- Remember to collect the First Aid Book and Medical Administration Record forms to **return to the Insurance Officer**
- Say goodbye and thank the landowner/farmer.
- Pay any outstanding bills and thank the shops.

2.3. After Camp

See also [Section 3.3](#)

Immediately after camp

- Notify Children's Secretary immediately of any childcare issues on camp.
- Contact parents if there have been any issues on camp.
- Notify Staffing Committee of any staffing issues from your camp.
- Return the first aid book to the insurance volunteer along with Medication Administration Record forms (they are both required for our insurance cover and need to be kept for a number of years)
- Notify the Insurance Volunteer of any incidents including those requiring visits to hospital or the GP. In such instances, a copy of the child's or staff health form should be sent too
- Camp chiefs and escort leaders to destroy all printed copies of health forms, except those sent to the insurance volunteer

Two weeks after camp

- Check with the Camp Treasurer that Finance returns are in and any outstanding balances have been settled .
- Write to the landowner/farmer to thank them.
- Write to all your staff thanking them and inviting them to a Haddenham unpacking weekend
- Consider sending a card or gift to the caterers and organiser.
- Prioritise staff reports which include Camp Chief recommendation. When informing staff member of your recommendation explain that staffing committee have to approve it for staff member to become a First Rec Camp Chief

Four weeks after camp

- Remind Group Chiefs to complete the Camper Notes where appropriate (No Notes are generally required for last year pathfinders unless there is a reason why they shouldn't be invited to staff training) and return them to Children's Committee.
- Return updated site and catering information to Camps Committee.
- Complete staff reports and send them to Staffing Committee.

Twelve weeks after camp

- Ensure all staff and child information that is stored on your computer or on your personal drives (including in your downloads) is deleted. FSC will delete camp folders for you.

Part 3 Running a Camp (Like the checklist but in more detail)

In order to share the responsibility of preparing for a camp, consider asking experienced members of staff to take on responsibility for e.g. travel plans, site information, wood and water supply, liaison with Stores, First Aid book and Medication Administration Records, as well as more obviously, Escort, Inclusion, Safeguarding and Treasurer

3.1 Preparation for Camp

The Camp Folder and Camp IT

FSC has set up a Google Drive camp folder for each camp to manage the workflow, so that Camp Chiefs and organisers can work together in a more effective (and easier) way, comply with GDPR and link through with other people within the organisation. This system is continuing to change as the people who use it feed back what does and doesn't work for them. Because of this, detailed instructions are kept in the [Camp Chief's IT Support Document](#), which is a 'live' Google Doc that can be updated as things change. This will also include the 'CC use of the Organisers' Info'

The outline below gives you the basic information you should need to understand and use the system, but **it is your job to be the expert in the field, not on the computer!** So if you have any questions, get stuck, or aren't sure where to begin, ask:

- Your organiser if it relates to children's info
- Piete Brooks (IT Support) or Sophie Meekings (Camp Chief IT liaison) if it relates to anything else.

You can also get peer support by asking questions on the This Years' Camp Chiefs WhatsApp group (which Sophie and Piete are also in and usually respond quickly to)- contact Piete to be added if you are not already a member.

Basic principles of GDPR

We are using Google Drive to help us meet our duty to protect the personal information of the children and volunteers who camp with us. The principle of data protection is that everyone involved in a camp should be able to see **only** the information that they need to do their job, and we should only keep this information for as long as we actually need it. So the rules are:

1. **Everything relating to your camp lives in your FSC camp folder.** This is owned by FSC and is wiped at the end of the camping year.
2. You should **only** share the bits of information other members of staff need to do their job- allergy/dietary information for caterers, child reports for group chiefs etc. The folder is set up to make this easy for you.
3. You should **never** download any personal information to your own computer or personal Drive folder/cloud storage such as OneDrive (e.g. lists of names/contact details, camper notes).
4. You can of course print things off directly from Google Drive, and bring them to camp as usual. Any paper copies of sensitive information should be destroyed after camp once they are no longer necessary.

Sharing on Google Drive

Once you know who your staff are and have chosen your escort leader etc, you will need to share some of your camp information with the relevant people.

Always share camp documents and folders as 'Restricted- only people with access can open with the link' (this should be the default setting. You provide access by entering the email address of the specific person you want to share it with. **Never share FSC documents with 'Anyone with the link'.**

Your FSC Camp Folders- structure and naming

Some useful things to know about folder names:

All the official FSC folders and spreadsheets for your camp will have your camp number at the end, so you can easily find them by searching Google Drive for e.g. "C01".

All the official FSC folder names also tell you who they should be shared with. For example, your master FSC Camp Folder will be called something like 'FSC_CC_GDPR_C01'. That is, it's the **FSC Camp Chief** folder for camp number **01**.

This GDPR folder contains a few subfolders- the one with 'CC' in the name (e.g. FSC_CC_2024_C01) is where you will keep everything relating to your camp. It has your 'Magic Sheet' (explained below), and several folders with names that, again, tell you who they should be shared with. For example, FSC_Cater_C01 is for your caterer, FSC_Escort_C01 is for your escort leader and so on. Some of these folders will already have a spreadsheet in them that automatically updates itself with useful information, but you can also add anything else you think might be helpful.

'Magic' spreadsheets

FSC now uses online forms to collect information about staff and children before camp. Most of this information is fed into two spreadsheets in your camp folder:

CCN C01 is the **Combined Camper Notes**, which tells you about the **children** on your camp. This is regularly updated by your organiser. You shouldn't need to (or be able to) edit this at all.

Magic_CC_2024_C01 is your **Magic Sheet**. It tells you about the **staff** on your camp and also takes some information from the CCN spreadsheet so that you can assign groups and clans to everyone on the camp, if you choose to. Again, you shouldn't need to edit most of the information here, with three exceptions:

1. The **StaffGroups** tab has a series of dropdown lists that allow you to assign staff to groups, roles and clans.
2. The **CamperGroups** tab has a dropdown that allows you to assign campers to clans
These are both optional, but if you choose to use this feature then the information will appear magically in the 'GroupList' and 'ClanList' tabs sorted into groups/clans.
3. The **StaffReports** tab is where you will write your staff reports at the end of camp.

If you accidentally delete something you didn't mean to, or everything goes blank for no apparent reason, don't panic- press 'undo' (in the top left), go and make yourself a cup of tea, and if there is still an issue once you've drunk your tea, ask Pietie for help.

Information from these two spreadsheets is then parcelled up automatically into useful documents for staff doing various roles; for example, 'Magic_Cat_2024_C01', which lives in your caterer's folder, contains information on all campers (staff or child) with specific dietary needs.

It's important that everyone who is coming on the camp fills in the online forms so that your caterers have accurate dietary information, insurance has a record of cars on camp etc. Don't forget to fill in your own staff acceptance form! For a very small minority of people, online forms are less accessible than paper forms. If a parent or a member of staff is having exceptional difficulty using the online forms, they can give you (if they are staff) or your organiser (if they are a parent) the relevant details over the phone or in writing, and you or your organiser should be able to fill in the form on their behalf via the link sent to them. Ensure that you destroy any personal information given to you in writing once this is done.

The Children and your Organiser

Your organiser is managing the information coming in about the children, contacting the parents/carers/mentors and highlighting anything that you need to deal with.

The information your organiser is gathering will generate a Health Form for each child and you will need to print out a set for camp. We suggest you might like to have two sets of forms, so that one set is with the group chief and one set held centrally (eg in a locked vehicle). Ideally you will ask your Escort Leader to print out one set and bring them to camp; these can be distributed to the Group Chiefs. Further information can be found on the latest Escort Instructions. <https://www.fsc.org.uk/r/es-1> (you will need to be logged in to Google to view this page).

You should draw up group, staff and clan lists, making sure you take into account child siblings, children of staff, gender balance, and workload. You can do this in whatever way works best for you- either using the provided 'magic' spreadsheets or your own documents. The most important thing is that you keep everything relating to your camp in the camp Drive folder (for the GDPR reasons explained above).

The 'organisers' organiser' is supporting your own organiser to do their job and so if you have any queries about how to manage your camp folder (get access, store documents and so on) you should speak to your organiser in the first instance who will either be able to answer quickly, or find out the answer for you.

It is the organiser's job to send out the pre camp circular to parents- you will need to send it to your staff.

Camper Notes are added to the 'FSC_CN_2024_C01' folder in your GDPR Camp Folder four weeks before the camp. Read them carefully and share them with the necessary Group Chiefs.

Supported Enrolments

Some of the children on each camp are likely to have come through supported enrolments, and each will have a staff member as their mentor. Mentors help families to apply to camp, provide support with pre-camp paperwork, and advise on kit requests and packing. If camping for the first time, it's likely that the mentor will also be on the camp. There are many reasons why a child might come through this system.

If a child has a Social Worker: the Camp Organiser asks parents for permission to contact a Social Worker when they send out the "Camper Info" GoogleForm link to parents. The organiser will share any relevant information with you before camp, as for standard enrolled children.

The Site

Find out about your site and contact the farmer/landowner. Much of the basic information about the main standing camp sites is held by the Camps Committee; you will be sent a data-sheet about your site which includes catering contacts. Ideally you should visit the site before camp. Check that you are clear which fields you can use and that the farmer is aware of the guidance about livestock being moved from the land at least four weeks before camp.

Plan the location of the kitchen, store tents, dining circle. Remember, if you are running a first fortnight camp you might also want to consider where second fortnight's kitchen and group sites might be located.

Check that you have made all the necessary arrangements for wood and water supply well in advance. A number of the sawmills we use need plenty of notice to supply and deliver our off-cuts.

Camp Equipment/Stores

Each camp will be allocated a standard set of equipment. If you feel that the needs of the people on the camp or the nature of the site will mean that additional equipment is required, please contact the Stores Collective, ideally in February (stores@fsc.org.uk). Sometimes, Camp Chiefs are tempted to add more items to their pile. Clearly there is a limited amount of equipment which needs to be shared between camps. In addition, the transport of equipment to camp is limited by the weight of a load. Part of our underlying ethos is to make our camp using our skills and the materials we find around us, as distinct from bringing in lots of stuff from the outside world.

Organise your staff to attend a packing weekend at Haddenham.

- Easter Camps packed in March
- May Day weekends packed in March
- Whitsun Camps packed in May
- Summer Camps packed in June and July

The Programme for the camp

Plan an outline programme and daily timetable for the camp. Discuss it in advance with your caterers. Include Clan change over information and check that clan arrangements do not have major clashes with the programme and activities.

At camp, discuss the programme with staff and children. Be prepared to modify your plans to offer space on the programme for ideas which arise from the lodge.

The Staff

Staff enrolment

All staff have support needs. Some staff will have specific support needs, either temporary or permanent, that need additional input to help them successfully staff. These can vary in nature (physical or mental) and in severity. Within our capabilities as an organisation, and while always focusing on childcare as the main priority, FSC will work with staff to try and ensure they get the support they need to successfully staff on camp. Because staff needs are so varied, rather than having a global policy and procedure that applies to everyone, we take an individual approach.

Where staffing committee know about a staff member's needs, we will include in your list of allocated staff a short confidential statement outlining the staff member's needs and how they can be met on camp. This may include ex-pathfinders who have not yet staffed. The information will make clear if the staff member should be counted as additional to other staff members.

This statement will have been agreed with the staff member and is held in the staff member's database entry. The aim is to flag up these needs to prospective Camp Chiefs and highlight the need for Camp Chiefs to contact these staff and discuss their needs prior to camp.

The enroller on Staffing Committee will send you a provisional list of staff. This will include information on age, camping experience, and special educational needs. You can specify a small number of staff you would like on your camp including the caterers and treasurer.

Once the enroller has placed staff on your camp, you take over. You should first send them an email to confirm their attendance. You are then responsible for matching staff with groups, based on experience and the needs of the group.

You will have to arrange who will do prep-camp and clearing-up camp, and who will be Escort Leader and deputy. You will also need to nominate a Safeguarding Lead, inclusion ambassador and a first aider.

Two-three weeks before camp you should email the following documents to your staff:

The updated versions are all here together with any additions : <https://www.fsc.org.uk/r/staff-checklist>.

- Pre-camp circular
- A letter from the Camp Chiefs (maybe a follow up if you sent a welcome earlier)
- Camp programme
- Group & clan list
- Staff emergency health form link
https://docs.google.com/forms/d/e/1FAIpQLSchmisyl3G0uwRxENP7-cH61k-ujuZ7bhd_dZmdsZR-5JEQgw/viewform
- Escort guide for staff
- Cars on camp link
<https://docs.google.com/forms/d/e/1FAIpQLSe2s7Ma61XA7rldndvzi7z-prY1IO6YqUYC3vW7A2-1QLI8Rg/viewform>
- Escort Leader – guide & information on children in trouble with the police
- Specific documents for the Safeguarding Lead, first aid person, stores, links to training for all/group staff for e.g use of Epipens/Emergency Seizure medication (these will be highlighted to where relevant)
- FSC Childcare document

Supported Staff

Where staffing committee know about a staff member's needs, working in agreement with the staff member, we will often write a short confidential statement outlining the needs and how they can be met on camp. This is included in the staff member's database entry and, with the staff member's prior agreement, will be shared with prospective Camp Chiefs during the staff allocation process. In most cases, the most useful course of

action would be for the prospective Camp Chief to make direct contact with the staff member prior to camp to discuss any support needs and how these can best be met. After camp, in the staff member's report, it may be useful to include a summary of any needs and how successfully these were able to be met on the camp.

Staff training in mental health and first aid

Staffing committee will be in contact with all staff about training opportunities including First Aid training. Increasingly, a more detailed understanding of approaches to mental health first aid is required of all those working with young people. There may be some specific training required to support some campers e.g. EpiPen training.

Letter from the Camp Chiefs

Often you will know only some of the staff on the list you receive from staffing committee. A letter written to staff not only welcomes everyone but is an opportunity to focus on what brings us all in to the same field. It's likely that each of us has subtly different understandings about FSC, and the staff group will have varying levels of FSC experience. We can though, build on the assumption of goodwill and that we act for the good of the lodge, focus on childcare and value living close to nature. It can be a good opportunity to invite dialogue with staff you haven't met before. If asked, experienced Camp Chiefs are likely to share letters they've sent in the past.

Safeguarding

Camp Chiefs should have received safeguarding training, either through their work or through FSC. Training organised by FSC is delivered via an online course, so please contact Staffing Committee if you have not already done it. Camp Chiefs should familiarise themselves with the FSC's safeguarding procedure and nominate a Safeguarding Lead.

The Safeguarding Lead is someone who has received safeguarding training, either through their work or through FSC. The Camp Chief should forward the safeguarding documents to the Safeguarding Lead and let their camp "buddy" know who has been appointed to this role. The "buddy" will then contact the Safeguarding Lead to discuss any questions they might have about the FSC's safeguarding procedure.

The Caterer(s)

Make sure the caterer has all the necessary information about local suppliers (see site information) and any special dietary needs of both children and staff. Caterers will need to know key dates in advance –hike, planned picnics, self cook meals.

Unless the caterers are experienced, it's worth encouraging them to speak with others and use some of the catering information available. There's now a WhatsApp group for this year's caterers and [an overview of catering resources in this Google Doc](#). It may also be worth discussing FSC's policy which aims for a balance between use of local suppliers, good quality ingredients and cost. Keeping within budget is an important aim, but feeding the camp well is the priority. Well planned catering can do both.

Check whether the caterer will have their own transport at camp. If not, you will need to arrange this. It is not advisable to rely on the Camp Chief for transport for this as this could involve considerable time away from the site.

Meetings/Liaison

Attend the Pre-Camps meeting which is held in April in London or arrange for someone to go on your behalf. This is a good opportunity to meet your staff as well as meeting some of your campers (especially the new ones) and their parents.

Pre-Camp Circular

Draft the Pre-Camp Circular and send to the organiser. This should be kept in your camp folder so that Holding the Fort have easy access to it.

Please include information on travel arrangements and a suitable meeting point for the escort departure. Be sure to include all the travel details (escort and road) and give contact details up to the beginning of camp. If you will be at prep-camp, your Escort Leader can handle last minute problems in your absence. Remember to include contact details for any coach company that the party will use.

Escort

Please also see [1.12 NEW Escort arrangements](#)

Camp Chiefs will be contacted in January by the Transport Officer. You'll need to consider options of rail or coach and to send over approximate numbers travelling. The Transport Officer has a list of coach companies and of what transport previous camps have used. Once transport has been confirmed, check the details and send the information on to your Organiser.

Two weeks before camp ask your organiser to prepare up-to-date lists of campers who are travelling on escort and joining on-route. Pass this information to your Escort Leader along with the Escort Guide.

Coaches: Think carefully about the location of your departure point. If possible, avoid central London streets and arrange to meet somewhere where there is space for the group to congregate, where there are loos and parking, and where turning of coaches is possible.

Camp Finances

Finance Committee has a system for supporting Camp Treasurers through the process.

This is expected to be handled by the Camp Treasurer (who is now preferably not the Camp Chief).

- Familiarise yourself with the rules on what FSC money can and cannot be spent on. This will be provided by Finance Committee when the camp funds are transferred. For example, FSC money should not be spent on alcohol.
- The treasurer will need to keep track of spending as you go and keep all receipts so the camp expenditure can be evidenced as part of the camp returns.
- Keeping to budget is the aim: staff expenses is one area where advance planning can make a difference (eg with car sharing/ advance train tickets). Caterers who feel supported and appreciated are also likely to do more thorough planning so that catering is efficient and appropriate.
- Remember to collect signatures from staff on camp when doing expenses.
- If you have any questions on camp finances during camp (or before/after camp) contact your Finance Buddy (who will be assigned before camp) or failing that the Field Finance team, treasurer or deputy treasurer.

Cars on Camp

Ask each member of staff who is bringing a car to camp to read a copy of the [Cars at Camp letter](#) (in the documents in section 4 of the handbook). There's now also a Google Form at <https://www.fsc.org.uk/r/cc-s2> You need to have either a tear off slip or record of the GForm. These must be kept safely in case FSC needs to show that staff knew the terms on which they brought their cars to camp. This information also applies equally to the cars of the Camp Chief and caterer. In recent years there's been some uncertainty about whether this is still required. It's part of our insurance process and is definitely needed.

Aim also to ensure that cars arrive with several passengers: if drivers wish to claim their travel expenses, they should be encouraged to give lifts to other members of staff. If staff are coming from London and not doing prep camp, it's preferable environmentally and financially for them to come on escort.

Rubbish and recycling

This information will be available in the site information.

Local Authorities now increasingly will provide the large 1100 litre wheelie bins for both residual waste and recycled waste. This is a good service but can vary a lot in cost. It saves a whole load of hassle at camp, but it might save FSC lots of money if some people are able to drive to a local recycling centre. If you have a local authority contact, please add it to the site info.

3.2 On Camp

Prep-camp

Prep camp should set up the kitchen with catering tent, fireplace, wood area and a soak away and a dry pit (one combined pit might suffice for short camps). Make sure there are adequate handwashing arrangements and all kitchen equipment is off the ground. At least one shelter tent should be erected and several of the lats must be dug (Clan, Elves, Woodlings, Waywardens and possibly Trailseeker). Dining circle logs may need to be planned in advance on your site visit: there may be a supply left by the last camp. **Check with the farmer:** on some sites farmers are happy for us not to turf and to put fires directly on the earth. This saves hours of work and the ground can recover much quicker. Take some grass seed too. Each farmer will have a view on this practice and if you're running first fortnight, it's good to speak with the Camp Chiefs of the second fortnight.

Coordinate prep camp staff travel to minimise costs: encouraging staff coming by train to book tickets in advance and arrive on an agreed train. Lift sharing is worth doing, and you may need to facilitate this.

Prep-camp box

Box 1, the Prep-camp box, contains enough equipment to sustain life for prep and clear-up camp. The boxes are generally not padlocked any more (as the plastic boxes cannot be easily locked), if any are the padlock combination is "F-S-C" in number code, i.e. 6-19-3.

Please store Box 11 with the First Aid box and CD player in the first aid tent for safety.

Kit Support

You will receive some FSC equipment for general use by children who come to camp without equipment. You will also receive equipment labelled for specific children who have requested it prior to camp. If there is named equipment for second fortnight camp this must not be used but kept dry and safe during the first camp. The Kit Support coordinator will send you a list of the equipment which will be sent for named children. A few Kit Support tents will be sent to each camp – these are for the named children. There might be a spare if we have enough. It's useful if a staff member has agreed in advance to be a camp Kit Support person and has the Kit Support equipment document (in the documents in section 4 of the handbook), On the first day it's good if they can have a few minutes in the store tent.

Arrival

Check with Escort Leader for absentees and receive return tickets for safekeeping. **Notify the 'Holding the Fort team' if any children or staff fail to arrive at camp and you are unable to get an explanation.**

Agree in advance with the caterers a first meal which can be easily cooked by the scratch clan

Read all the health forms. The Group Chiefs will have their own copy to share with their group staff. Have a very brief first rally on arrival where you welcome everyone and explain site boundaries and other key information including access to water and the plan for the evening. Include some key introductions.

First staff fire: Welcome and brief all the staff. This is probably best done at the first staff fire. People may well be tired, like to chat to each other or delayed by putting kids to bed on the first night. It's good to be concise: any issues during escort, child health concerns which all the staff should know, a clear summary of guidelines on smoking, drugs, alcohol and staff conduct and what's happening in the morning.

The first staff cuppa is a good time to discuss lodge issues with the staff, such as your overall view of the camp and what staff can expect from you and you can expect from them. It's a good moment to include input from the Safeguarding Lead; the Inclusion ambassador; and to talk about staff welfare and sexual harassment. Encourage staff who are unhappy or concerned about anything to speak to someone. The programme for the next 24 hours is a standard topic as well as input from each group about children. You might also want to discuss issues such as smoking, alcohol and drugs and to explain the procedure for Holding the Fort. It's often a big group and there's a limited time: it's worth pointing out that it's not the only place where staff can share ideas or anxieties.

The Staff Working Together document <https://www.fsc.org.uk/staff/staff-working-together/> Has been circulated amongst all FSC staff outlining expectations of the role and ways of ensuring the children are happy and well looked after and the staff feel safe in their roles. Reference to this should be made at the start of camp and it might well be worth sending to staff in the documents circulated before camp

During Camp

Safeguarding on camp

The Safeguarding Lead will need to identify themselves and speak to the Staff group at the earliest opportunity, the first evening of camp, or the first Staff Cuppa. They have a prompt-sheet which can be found in section 4. The SG Lead will either be the Camp Chief or will work closely with the Camp Chief if an incident should arise. Any incident should be reported as soon as possible to the volunteers who are Holding the Fort.

Looking after staff

Try to talk regularly with your Group Chiefs and staff. Your role is to keep them going so they can look after the kids. It's sometimes useful to give them an opportunity to comment individually on 'things which could be better' to see if there are worries which they haven't been able to express. Early on in camp, you should arrange for less experienced staff to get together and talk over how things are going. Consider identifying mentors outside their group who can give them tips and survival advice (you can also delegate this responsibility).

Looking after yourself as Camp Chief

Being Camp Chief can be hard work. Also, there may be times when you feel like you don't know what you are doing. Take care of yourself and don't feel like you have to do everything. If there are two of you, supporting each other is part of the role. Remember other staff are around and they're all there to help make the camp work. Lots of staff like to be asked their opinion and to be delegated responsibility. If you are faced with a very serious issue or are unsure of anything, that's what Holding the Fort is for.

Hike

Remind the Camp Treasurer to draw enough cash to finance the hikes and to pass this on to Group Chiefs.

Staff may now feel able to use card payments but this can't be guaranteed. Each staff group should have at least one phone unless there's an alternative arrangement made.

Make sure that hikes and adventures are properly planned so there will be adequate supervision. Agree contact arrangements with Group Chiefs, know approximately where each group is going and offer site information to groups which need it. Talk over the plan with the groups chiefs to ensure each group is competent and has the skills to do what they are planning. Staff must be in control when groups are walking. Road walking is the most dangerous activity we do with children. Recent changes to our hygiene practice will need specific attention, especially finding ways of keeping food and eating things off the ground.

Staff might be reminded that campers' bad behaviour is a significant reason for our loss of camp and hike sites in the past. It may be worth reminding everyone that distance walked is just one part of hike, alongside the group bonding and the range of skills which campers can develop during a good hike.

Night Hikes have become very popular with the older groups. It is important to make sure that Group Chiefs carry out a thorough Risk Assessment before embarking on a night hike and have all the proper equipment. Please also see *Preventing Infection* which applies particularly to hike.

Sustainability

At camp we live close to nature and one of our central aims has been to support young people in their appreciation, pleasure and understanding of their surroundings. At a time when there are more threats than ever before, this is particularly relevant. Please be alert to the work which is just beginning with our new sustainability group. We are also fortunate to have many skilled staff with experience of supporting children in learning more about their surroundings.

We are aware that our roots lie in a connection with the earth and the natural world and our aim is to take the underlying ethos into the future. One example of many, partly forgotten, is the arrival of the 'four winds' at Lodge Common Council. These were the basis of the original camp programme, starting with setting up camp in the new dawn of the East, going through the hard work of hike as the South, with Merrymoot as the sunset and celebration in the West and North the time of reflection each winter.

First Aid

The first aid person(s) role is partly about advising the camp on how to avoid getting unwell. Treating people with minor medical issues is another part of the role. Camp staff may include medical professionals who may well not want to take on the role but it's good if the staff know who to call in the event of a more serious medical situation. The other part of the role is recording every treatment in the First Aid Book. As well as being good practice, this is required by our insurance company. Where tick bites have happened, these also need recording within the additional system in the First Aid Book.

Reports and Notes

See Section 5 for more information on staff reports and camper notes. These need to be sent in after camp, but much easier if there are drafts written during camp.

Managing money on camp

Make sure that the Treasurer is following the guidance from Finance Committee and this will require some advance planning and liaison with camp chiefs and the finance buddy.

End of Camp

On the last but one day, check that every child's return journey is accounted for. Give the Escort Leader the list of those on the return journey, the tickets and the Health and Return Journey forms.

Packing

Pack according to the *Box List*.

- Each box has a *Contents List* inside the lid.
- The big metal trays do not now go in boxes. Just leave them at the side.
- Do not add more than a few items to the boxes. Ensure that nothing extra is packed in **BOX 6** even if there seems to be room. This box is very heavy and contains the maximum load.
- Knives poking out of boxes are dangerous. **All knives must be packed in the blue knife box.**
- Clean all equipment, especially all kitchen equipment and tools so that nothing gets mouldy or rusts before being unpacked. This takes place in June for Whitsun camps and in September or October for summer camps.
- **Do not pack any liquids with the equipment**, either in the boxes or separately. Empty the lanterns and paraffin cans; give or throw away washing up liquid. Please check that no paraffin has been packed, as spillages are dangerous and smelly. Pack the lanterns in hessian to avoid damage.
- Please do not stack the boxes more than 2 high. Unboxed items should be stacked separately so that the boxes can be lifted into the van first.
- Tie up tents poles at both ends, up to maximum five. Lat poles tie up in bundles of 12.
- Ensure that the aid fund tents are packed dry at the end of first fortnight as the canvas will rot if wet.
- Equally please prioritise getting the big canvas tents packed away dry as these can rot if left wet until September or October stores weekends. Try to stack these off the ground but not on the boxes.
- If there is not another camp straight away on the site, **arrange with the farmer where the boxes and bundles should be left or pack onto the trailer**; do not expect him to move them under cover alone.
- Do not return any perishable food or open packets to Haddenham. Encourage the Caterer to dispose of all excess food in some other way.

At the end of camp say 'goodbye' and 'thank you' to the landowner. Pay any outstanding bills and thank the shops.

Clearing the site

- If you can, do talk to the landowner/farmer about their expectations and wishes and use for the field following camp.
- Replace all items from the site such as bricks or large logs where they were found, or where the farmer wants them. Store dining circle logs in a stack so they do not rot or cause damage. **Do not burn them**, as future camps will need them.
- Fill lats and pits, replacing all the earth that came from them, and then stamping down the contents, until level. Then reposition the turfs on top to allow for sinkage over time. Judging this is a skill!
- Camp constructions such as rope bridges, swings and ovens must all be dismantled unless a following second fortnight camp has requested that they are left intact. If structures like these are inherited, they should be dismantled at the end of the second fortnight camp.
- Clear fireplaces. Return unburned firewood to under trees or bushes or add it to the kitchen woodpile. Make sure ashes are cold and scatter them in scrub or under hedges. Dig over fireplace, pour on water and replace the turf. Some farmers are now happy with the unturfed fire. There's a view that this causes less damage to the ground than turfing. There's no FSC policy on this but it's important to agree this beforehand with the farmer and the Camp Chiefs of a camp which follows, if there is one.
- Stack unused wood neatly in an out of the way place agreed with the farmer or the second fortnight Camp Chief, do not just leave it in the middle of the field.
- Make sure all personal kit is packed and removed from the site.
- Get the whole lodge to do a litter and lost property sweep across the whole site. Make sure all pegs used to erect lats and large tents are removed from the ground and collected; remove the mud, and pack.

Note: Used beer cans and bottles should be recycled carefully during camp. Discretion may be needed: a

collection of cans could give the misleading impression in the eyes of the children or visitors that the staff are just having a party.

3.3 After Camp

Communication

- Immediately after camp notify the Insurance Volunteer of any accidents or incidents that may possibly give rise to claims on FSC's insurance. It is essential that you provide a full statement of what happened and what was done, and by whom. The insurance volunteer needs to be sent a copy of the child's/staff health form in all instances
- Let Staffing Committee know of serious issues relating to staffing from your camp.
- Let Children's Committee know of any serious issues relating to children from your camp.
- Make sure your Group Chiefs complete and return their respective Camper Notes.
- Let Camps Committee know of any updates on site information.
- The camp treasurer needs to do the camp accounts. Please contact your finance buddy where clarification is needed.
- Send your First Aid book, which records accidents and first aid at camp, and the Medication Administration Record forms to the Insurance Volunteer (address on the book and forms).
- Within a week of the end of camp contact the landowner/farmer, thanking them.
- Contact all your staff, thanking them.
- You may wish to speak with Children's Committee before contact is made with a parent about something which happened at camp.
- If you receive any feedback after camp that you would like to discuss with the Staffing Secretary and/or the Children's Secretary, please contact them.
- Please contact stores@fsc.org.uk with any kit feedback

Reports and Notes

Reports do not need to be long or wordy. We rely on reports about staff and children to run successful camps.

Staff reports

Staffing committee use staff reports to:

- Meet FSC standards
- Check whether individuals are ready for more responsibility
- Ensure that staff can be appropriately placed
- Ensure that staff with specific support needs receive the help they need in the future

Towards the end of camp, see each member of staff individually and briefly discuss their staff report with them.

This is also a great chance to say thank-you, see how the camp went for them, and obtain feedback from them. Clear-up is often a good time. If you have a Co-Camp Chief, you can divide the staff up.

It may help to see Group Chiefs first and briefly discuss each staff member in their group to get their input and help ensure they are in agreement with your proposed report.

Send your staff reports individually to staff following the camp: another chance to say thank-you.

Staffing committee will send you a Google sheet link for staff reports. Please copy and paste the reports you send to staff into this .

Staff Report Structure

Below is guidance on particular aspects of staffing that you should try and address in your reports. Please bear these in mind when writing your report.

All Staff: Camp craft; child-care' relationships with staff and children' acceptance of responsibility; special skills.

Supported Staff: In your reports, please include a description of any additional support needs and the extent to which they could be met on the camp. If a member of staff should be counted as additional to staff numbers, please make this clear. Staffing Committee will contact that member of staff to agree with them what their support needs might be for future camps.

Last year Pathfinders: Please agree with the Pathfinder Group Chief if any of the Pathfinders should be asked to take some time out before pursuing ex-PF training. If the Group Chief and Camp Chief think an ex-PF may need support to attend the training, please pass this information on to Children's Committee.

Group Chiefs: As for all staff but also: willingness and ability to take responsibility and initiative; likely reaction to stress; ability to communicate, delegate, and bring a staff group together.

Caterer: As for Group Chiefs, but please also comment on their ability to provide the right sort of food in appropriate quantities; consider dietary needs of campers; come in within reasonable budget; proper degree of instruction to clan chiefs and make people feel welcome in the kitchen when they have a need.

Co-Camp Chiefs: Organising ability; awareness of individuals and situations in camp; ability to deal with crises; understanding of ultimate responsibility.

Mobile Camp Chiefs: should have specialist skills such as survival, pre-planning, awareness of physical conditions and potential dangers.

Personal details and encryption

Reports are now sent to staffing committee via Google sheet but please be aware when handling all personal information.

Open staff reports

Staffing Committee are making some changes to enable people's own staff reports to be freely available to them. Reports will, from now on, be included in the individual staff member's FSC address book entry. This means the staff member themselves along with those with administration rights to the address book (Staffing Committee members, the chair and those that manage the data-base IT system) will be able to access them through the address book. The reports will be uploaded to the address book once they have been considered by Staffing Committee. Only new reports will be made available this way: not old or existing reports. Old or existing reports continue to be available to staff by asking either the Camp Chief concerned or the Staffing Secretary.

To try and ensure that this open approach goes well for everyone, below are some suggestions for Camp Chiefs relating to staff reports.

Some suggestions for open reporting of staff:

- Towards the end of camp, see each member of staff individually and briefly discuss their staff report with them. This is also a great chance to say thank-you, see how the camp went for them, and obtain feedback from them. Clear-up is often a good time. If you have a Co-Camp Chief, you can divide the staff up.
- It may help to see Group Chiefs first and briefly discuss each staff member in their group to get the Group Chief's input and help ensure they are in agreement with your proposed report.
- Try and find something positive to say about everyone.
- If you have concerns or criticisms, think about the facts or events that have shaped your judgement or feelings about the staff member. Try and focus your report on these facts or events, rather than on your judgement.

- If you have concerns about a member of staff that you do not feel able to discuss with the member of staff or that you do not feel able to include in their staff report, you have the option of contacting the Staffing Secretary after camp. However, we would encourage you where possible to try and raise your concerns with the staff member.

Example 1: *Liam was lazy and contributed little to the wider lodge:* may be better rephrased as:

Liam rarely participated in vertical activities and was not present for most lodge camp fires, spending this time in his tent or sitting at the kitchen fire. He did not get up for breakfast on a number of occasions which he agreed was likely to have been caused by late nights around the staff fire.

Example 2: *Liam is a sexist dinosaur:* may be better rephrased as: *Liam found being delegated to by his group chief difficult, which he agreed was to a large extent because she was female and younger than him. He also told jokes that many female staff found offensive and continued to tell similar jokes after the offence he was causing had been pointed out.*

Examples and facts are much more informative than judgments. They are also easier to agree with the staff member concerned. Lastly, they are far more constructive because they specifically point to what needs to change to lead to improvement.

Camp Chief reports

In addition to Camp Chief reports on their staff, Staffing Committee are keen to receive more reports from members of staff about the Camp Chief and how camp went in general. As with staff reports, Camp Chiefs will be able to view all reports about them. Likewise, we will encourage staff members to provide constructive feedback which focuses on facts and events rather than emotions and judgements. This kind of feedback helps make sure staff and Camp Chiefs have a valuable chance to reflect on and celebrate what worked well, as well as providing a way for the Camp Chief and FSC in general to keep improving.

Staffing Committee will request reports using the following procedure:

We will email Group Chiefs before camp, making them aware that feedback on Camp Chiefs is now standard practice, and asking them to gather feedback from their group staff while on camp or after. We will provide Group Chiefs with guidance around how to write useful feedback. Group Chiefs are free to provide feedback in any form they like, but for those who are unsure we will ask them to answer the following questions:

- What do your group staff think the Camp Chief did well?
- What do your group staff think could have been done better?

We'll also email Camp Chiefs before camp asking them to remind Group Chiefs to give feedback.

After camp, we will email Group Chiefs requesting reports. Once reports are received, we will share them with Camp Chiefs and upload them to your file on the FSC database.

Camper Notes (previously 'Reports')

Before camp you should receive specific information about some of the children on your camp from the Children's Committee, including those with special needs or behavioural issues. We hope these Camper Notes will help you in planning your camp, particularly in allocating group staff. Some children may need one-to-one staffing – we will always talk to you before enrolling them.

You will receive a link with the notes for all campers on your camp from Children's Committee and they will ask for your Group Chiefs' contact details. It is helpful if you can provide these details as soon as possible. Your Group Chiefs will then each get a separate link to a folder with the notes of children in their group. Group Chiefs should write updated notes on the child at the end of camp. Children's Committee will contact you and your Group Chiefs and tell you how to submit the Camper Notes.

Group Chief's should ensure their group staff have access to information from the notes as soon as possible at

the start of camp. Usually this will include leading a discussion on the first night but there may be information that needs to be shared earlier than that, even before camp if appropriate. The general principle is to preserve privacy as far as possible – so sharing should be on a ‘need to know’ basis.

After Camp, Children’s Committee needs you/ the group chiefs to report back on the following:

- Any child who had notes before camp
- All inclusion campers
- Any looked after child (the notes can simply say ‘looked after child’ if there is nothing else to note)
- Any other child who caused concern on camp.

Camper Notes should help future Camp Chiefs, future staff, and Children’s Committee will try to pass on all information that will help to ensure a child – and the rest of their group – has a good camp. However, Notes should only be written if there is something to say. A good measure of that would be that there was behaviour or issues that were discussed with the parent or carer either during or after camp. Writing notes does not label a child as “bad” and previous notes should not limit our expectations, as a year is a very long time in a child’s life. If a standard enrolled child no longer appears to require notes then the Group Chief can simply write ‘Notes no longer required’ on the form and Children’s Committee will review the child’s history and remove them from the notes process if appropriate.

For Inclusion campers staff should be encouraged to amend the past year’s notes as opposed to writing a new one. Information that was not relevant this year but may be useful for the following year can be bracketed and dated.

Group Chiefs are involved in writing notes. They should involve their group staff. Please remember that ultimately it is your job to make sure the notes have been written.

Very rarely Children’s Committee may decide on the basis of notes not to invite a child to camp with us again; although this is usually after further discussion with the Camp Chief.

If you have any general comments about the children on your camp or particular groups of them, please share them with the Children’s Committee.

Security

It’s worth reminding ourselves that notes are personal data. Therefore, we need to be cautious about keeping information in them as confidential as possible, and also be aware that parents or campers can ask to see all information that we hold about them^[1] and notes should be written with this in mind.

Camp Chiefs and Group Chiefs should both print out the relevant notes for and take to camp. These documents should be stored securely and information only shared on a ‘need to know’ basis.

[1] There will be occasional exceptions to this, for instance in relation to safeguarding information, or when the right of the child to privacy is in conflict with the right of a parent to access information.

Notes are shared via to each Group Chief. No-one should not send notes as attachments to emails.

Site Reports

Site reports from Camp Chiefs are vital for us to keep information on our sites up-to-date. It can be worrying and frustrating for a Camp Chief to be missing essential local information before a camp – please help us be able to inform future Camp Chiefs by returning as much information as you can by updating the site information sheet.

Particular items that should be reported on include:

Site Details

- Site Contacts
- Location of nearest A and E department
- Nearest doctor address and phone number
- Address for post to campers.
- Emergency Telephone Number (either a camp chief's mobile—is there reception? or a farmer's landline if they are happy with this).
- Changes in ownership/care of land.
- Wood, water and rubbish details
- Changes in storage and transport of equipment before and after camp.
- Normal use of land throughout year and immediately following camp
- Any potential or actual problems between camp and the landowner, and their outcome.

Catering Information

- Location, and opening times of local shops and suppliers
- Information about quality, ability to deliver, and any problems with supply
- Prior warning need to fill large orders

Hike Sites

- Location and comments about all hike sites used
- Hike shops used and their opening times if known.

Other

- Good local walks/activities
 - Suitable night game sites
 - Tree species on site and other notes of interest.
-