




# BACKPACKERS



# THE HANDBOOK

This handbook belongs to:



Revised 2014

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## WHAT IS BACKPACKERS?

In 1989 Chesham Local Ecumenical Council felt that the time was right to positively implement, through the organisation of a Holiday Bible Club, the words of St Matthew's Gospel, chapter 19 verse 14 'Jesus said "Let the children come to me. Do not stop them because the Kingdom of Heaven belongs to people who are like these children"'. An initial planning committee was formed in January 1990 which made detailed recommendations to the Council in July 1990. The Backpackers' Committee met for the first time in September 1990 and the first Backpackers, 'Mark Time!' based around passages from Mark's Gospel, ran at the Chesham United Football Ground in July 1991.

<b>WHEN?</b>	First full week of the Summer Holidays  Tuesday to Friday 9.15am to 4.15pm
<b>WHERE?</b>	The grounds of one of the Primary Schools in the town. (See Appendix for current location)
<b>WHO FOR?</b>	Children aged 5 - 11
<b>WHO BY?</b>	ORGANISED AND SUPPORTED BY CHURCHES TOGETHER FOR CHESHAM:  Broadway Baptist Church Chesham Methodist Church Christ Church Emmanuel Church The Friends Hivings Park Free Church The King's Church Chesham Ley Hill Methodist St Columba's Church St George's Church St John the Evangelist Church (Ashley Green) St John's Church (Bellingdon) St Mary's Church Salvation Army Trinity Baptist Church United Reformed Church

## **THE AIMS OF BACKPACKERS**

### **OVERALL AIM:**

To give children of Chesham a "POSITIVE CHRISTIAN EXPERIENCE" that will lay the basis for a personal commitment now or at some time in their future lives by enabling them to encounter jess through fun, creative bible based teaching, activities and example..

### **Secondary Aim:**

To build relationships across the local churches by working together as God's people united in sharing the good news of Jesus; to develop young people in leadership and service and to establish links between families and the local churches.

### **PLEASE PRAY...**

- † That all the planning and preparations for Backpackers may bear fruit.
- † That God will challenge members of the Chesham churches to participate in Backpackers.
- † That those currently preparing to play a part in Backpackers will seek God's guidance and support.
- † That all the children who attend Backpackers this year may enjoy a positive Christian experience.

### **THE BACKPACKERS PRAYER**

Almighty God,

Thank you for Backpackers, -

for all those adults, young people and children who have participated over the years; -

for all who have been touched by you and whose lives have been transformed as a result.

We pray for this year's Backpackers, that your love may be shared, your light shown, and your power known.

Make it - once again - a positive and life-changing experience for all those involved.  
Amen.

### **THE BACKPACKERS SONG**

Hey Ho! Don't you know?

We're Backpackers and we're ready to go.

Jump up and down, let's scream and shout,

Jesus is Lord! That's what it's about.

Hey yeah! People stop and stare

As we trek by without a care.

Because we know that God loves us,

Life's just great, it's no big fuss.

Jesus we love you,

You are our special friend.

When we're in trouble

On you we can depend.

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## THE VENUE

Backpackers takes place at one of the Primary Schools in the town and includes:

- 'All Together' up front sessions in the main tent,
- small group teaching and activities, and
- a range of Activity Zones such as Craft, Music, Challenge, Eureka, Games, Dance, Drama, Baking. Not all zones will necessarily be included in any particular year and others may be introduced.

Also included are:

- Support Services such as –
  - the Information desk,
  - First Aid and
  - Café together with
  - Minipackers for the under 5's of volunteers,
  - Before Care for Backpackers who are children of volunteers and need somewhere to go while the volunteers get ready for the day, and an early evening programme for the Young Helpers.

YApps are our 12 year old children who have their own programme on the site. See appendix 'G.' for details for current year.

## HOW THE GROUPS WORK

Each child attending Backpackers is allocated to a Group. The groups are colour-coded according to age and school year approximately as below but the final split does depend on the children that apply,

- YELLOWS – 5 to 6 year olds (Reception and school Year 1)
- REDS – 7 year olds (school Year 2)
- GREENS – 8-9 year olds (school Years 3 and 4)
- BLUES – 10 year olds (school year 5)
- DEEP BLUES – 11 year olds (school year 6)

The individual group is then given a number. Each group will have about 10 children split roughly equally between boys and girls. To encourage friendships, we try to ensure that there are no more than 3 children from a friendship group together.

Each group has a "Home Base" in one of the marquees. This is where the children come to meet their leaders at the beginning of each day, and where the "Teaching Time" sessions take place. There is some space here (not a lot!) to leave coats, packed lunches etc. This is also where the parents and carers come to collect the children at the end of the day. This is an opportunity for one of the leaders to chat about what the children have been doing during the day.

## **GUIDELINES FOR GROUP LEADERS AND ASSISTANTS**

Registration takes place each day. Each group's register, which will be in the Resource Pack, should be completed and returned to the Registration point before the first up-front session of the day, notifying those doing registration of any child who has not arrived. The register will be returned to you shortly after and you must keep it available for checking in case of fire drill or emergency.

Each group is given a Resource Pack with pencils, felt pens, scissors, etc. Label badges for the children will be in this pack which will have the child's name and group number. A new badge will be issued each day.

During the teaching times there will be tables and chairs for use by groups but there may not always be sufficient for everyone to be able to use them at once, so be prepared to be flexible. Weather permitting much of the teaching time can take place outside. There are also a number of Children's New Century Version bibles available at the Main Marquee, but again, not enough for each child to have one. Please bring your own if you can and return the Backpackers ones to the Main Marquee as soon as you have finished with them.

The Resource Pack should be returned to the Main Marquee at the end of each day, so that notices, take-home sheets etc. can be added to it, and collected from there the following morning. Other items such as staplers, scrap paper, extra scissors etc. will be available at the Command Post, but please ensure that you return them when you have finished with them. See the "Useful Stuff" list for extra things that you might want to bring with you.

Children have different interests, concentration spans, etc. you need to be aware and ready for it, perhaps having some additional books or colouring sheets. The Group Leader and/or Assistant Leader should remain with the Group at all times, including the up-front sessions in the main marquee.

During the Teaching Time sessions, remember to allow time for drinks and toilet visits! For reasons of safety, no children should enter the Café – the Leader or Assistant should collect drinks for the group.

### **Guidelines on managing a group:**

#### **Principles:**

- Well-planned, short activities
- Clear expectations
- Decide on, and communicate to the children, a signal for quiet
- involve all the children
- All the children must be allowed to learn and participate
- Reconciliation - fresh start
- Praise and reward
- Focus on the activity/task rather than on the child
- Quiet, firm, fair – avoid confrontation and shouting
- Leaders are not failing if a child is misbehaving and they need support
- Leaders are entitled to respect and good behaviour - as are children

It is possible that you will have one or two less able children in your group. You will need to provide for these without detracting from the rest of the group. This may be where your assistant leader can provide support. Help and advice in dealing with children with

special needs will be available, so if you are not sure - do ASK. In general less able children may be helped in the following ways:

- (a) Make sure you look directly at them and speak at their level when giving them instructions.
- (b) Keep them involved by giving them tasks that they can manage and feel they have achieved.
- (c) In activity sessions make sure that they are capable of achieving what is being asked of them, so that they are not seen to fail in front of their friends
- (d) Make time to talk to them individually so that you can be sure that they have understood the aims of the session
- (e) Try and find a strength they have that will boost their confidence
- (f) If their physical disability is severe or if others in the group are intolerant of them it may be necessary, at a suitable moment, to talk to the rest of the group about their needs and feelings

You may also have children whose behaviour you find challenging. Some things that might help are:

- a quiet word with the child to find out what the problem is
- it is acceptable to give a child a different activity if they are struggling to cope with the one the rest of group are doing, for example a book to read
- take aside and remind that behaviour is not appropriate and not acceptable
- don't forget it is perfectly alright to speak to the organisers, you may need another adult with the group

## USEFUL STUFF FOR LEADERS AND ASSISTANTS

Each group is given a resource pack, which includes pens, pencils, felt tips, scissors, glue etc., but most people find it helpful to supplement this with extra things.

Here is a suggested list of items which you might find useful:

- Children's New Century Version Bibles
- Extra pens/pencils/felt tips- including a ballpoint or similar for the register
- Glue
- Scissors
- Blu-tak
- Sellotape
- String
- Plastic carrier bags
- Black bin bag for rubbish
- Clothes pegs/washing line (for displaying pictures or drying wet clothes!)
- Tissues/kitchen roll
- Box from Supermarket to keep all lunch boxes together
- Beach mats or picnic rugs – useful at lunchtime
- Cuddly toy(s)
- Football – e.g. for “Get to know you” games *(may need to be hidden and produced only at specified times, depending on your group!)*



## **SOME BASIC GROUND RULES**

### **CLEAR & CONCISE**

Keep it brief and clear. Most children at Backpackers will have a comparatively short concentration span and there are likely to be many distractions. The children will retain most of what you say if it is said simply, clearly and concisely.

### **AT THE RIGHT LEVEL**

Be at the children's level, not only verbally, but also, just as importantly, physically. Don't stand and talk down to them!

### **VISUAL AIDS**

Try to illustrate all the important points with a visual aid - the children will remember more from a visual aid than from a spoken word alone, even more so if they can hold up, handle or help produce the visual aid. Remember that visual aids don't have to be complicated or take hours to produce. Very often simple aids like a flower, a picture or a glass of water are often all that is needed. If your visual aid is too elaborate or unusual, the children will be more interested in the aid than in the point you are making. If your visual aid includes written material or captions, then it is better to use lower case letters as young children find writing in lower case much easier to read than block capitals.

### **FACT AND FANTASY**

With the younger children take care not to mix fact and fantasy, otherwise they will become confused and may end up believing the whole thing is a fairy story!

### **VARIETY & FLEXIBILITY**

Make sure that your teaching sessions include plenty of variety. Don't be afraid to be flexible; if the children's attention is wandering don't plod on with your prepared programme but switch to a different type of activity. Likewise, if you have a really good discussion going don't cut it short, even if it means leaving something out of your proposed programme.

### **GOOD COMMUNICATIONS**

The success or otherwise of the day will largely depend on good communication. Do take care to ensure that the children know what is happening and when. If there is a change of plan or programme do explain why; when you have to say 'No' explain why; remember that communication is a two-way process, so make sure you understand what the children are telling you.

Communication between you and the children will involve much non-verbal transmission remember a smile says a lot. Likewise, try to be aware of what the children are saying to you by their behaviour, silence, noise etc.

### **INVOLVING THE CHILDREN**

Most, but not all, children will enjoy helping but don't force the ones that don't volunteer.

### **ANTICIPATING QUESTIONS**

Make part of your preparation the anticipation of questions that may arise from the teaching material. Sometimes there will be a difficult question you have not anticipated; at these times be honest and say "I don't know, but I will find out" or "That is a difficult question. Can I think about it and we'll talk about it later?" Remember the Encouragers are there to support the children and also you so you can take these questions to them.

## **COLLECTION OF CHILDREN**

Parents or carers are issued with a Child Collection Voucher for each child for each day. For the safety of everyone it is essential a voucher exchanged for each child. If the voucher has been forgotten the adult collecting must see the designated person in each tent to complete a form. You must not let the child go without either a voucher or the form. The vouchers (and forms) for each day which must equal the number of children in your group that day are to be placed in the box provided in your tent when all the children have left.

## **SOME DO'S AND DON'TS**

**DO** try and divide your time equally between all the children

**DO** mean what you say

**DO** have an agreed sign for silence

**DO** let the children know you care about them

**DO** deal with problems as soon as they arise

**DO** make it different from school

**DO** ask for help, if you need an extra pair of hands in your group it is not a failure on your part

**DO** see that YOU and the CHILDREN have fun

**DO** go to bed early - you will need strength and energy

**DO** make sure you and they get plenty to drink

**DON'T** show any favouritism

**DON'T** shout

**DON'T** be afraid to admit that you don't know

**DON'T** try to do everything on your own

**DON'T** forget to enjoy the experience yourself!

**DON'T** let the children sit on your lap

## A BACKPACKERS LEADER'S DAY

*Definition:* an enjoyable and rewarding way to get thoroughly exhausted.

*Prognosis:* Recovery time from exhaustion is swift. Person concerned will be back for more of same next morning and in a year's time. Finally, a sense of joy and satisfaction smother all feelings of tiredness.

The day starts well – arrival on a peaceful field with mostly familiar faces around gives a feeling of calm (before the storm?). You will need to arrive about 5-10 minutes before the start of the day to give time to deposit your things at your group's home base before going to the briefing session. Remember to sign in!

**TEAM TOGETHER TIME** – *Definition* – a valuable start to the day. A peaceful, calm time



This is the time when all adults involved in helping that day come together for notices (we can't manage without them!) and prayer. The notices are usually brief, just any changes to routine etc. The prayer is the important part. It is a time to tell others (in small groups) about your hopes and concerns for the children in your charge and to offer prayers for both adults and children.

**STARTING TIME** – *Definition* – a time to put aside everything but Backpackers

After briefing it's time to prepare for the children's arrival. The actual programme will vary from year to year, but you will always need notes and aids for the teaching and possibly things for other activities day by day.

If the weather is typically English (but mostly, untypically Backpackers – we have been blessed with good weather most years), a length of string tied between tent poles and some pegs make a useful “wardrobe” for wet jackets.



Get to know your children – where they live, what schools they go to, whether or not they have been to Backpackers before. Watch out for the quiet ones, don't let them be ignored. This part of the day can be very useful for deepening your knowledge of, and friendship with the children. They don't usually all arrive at once, and there is time for a quiet chat now.

**TEACHING TIME** – *Definition* – When God can use you to plant seeds which may flower today, tomorrow or in many years' time



Preparation for this time is vital. You are given so much help from the teaching notes that you don't need to feel daunted, and the time passes remarkably quickly. Leader and assistant(s) do need to get together beforehand to do some preparation – which one of you will lead the sessions? Will you do alternate days? Will you share the sessions?

Prepare lots of material – as varied as you can manage, but be aware you may not use everything you have prepared. Be willing to change your approach. God and/or the children may make you realise that you need to do something different. You may want to act out the Bible story for the day, you may use a “visual aid” to make a point, play a game, or have a discussion. You may do all of these things – the age and make-up of your group will help determine this.



You should ensure that there is time for a loo visit in these sessions. The younger children must not be allowed to leave the group on their own – with the older groups (9s and above) use your discretion and common sense. Young Leaders may assist here.

### TOGETHER TIME – Definition – Fun and Worship



All you have to do now is to make sure your children can see, and join in yourself. You really should be close to your group so keep them together as much as possible, although there are always those who “creep” as they get excited. The children will get so much more from this time if you are singing and doing the actions.

There are a few, a very few, children who can make a nuisance of themselves during this time, sometimes just because they want to hug other children. Try to watch out for this and distract the 'annoyer'.

### LUNCH TIME – Definition – Sustenance and Sociability

There is not a lot of time, so take something that is quick and easy to eat. The bonus is that the children don't get bored. The intention is that you should stay together in your group and get to know one another better. Some of the older ones will eat more quickly and may want to play a game. Time for loos again!



### ACTIVITY SESSIONS – Definition – Variety



Although the activities are organised by other people, it is essential that leaders and assistants join in, help their children and encourage the reluctant ones. You may not particularly like the activity (and you are advised not to admit this), but nevertheless try and get something from it because other people are enjoying it and a lot of effort has gone into its preparation.

### COLLECTION TIME – Definition – Is it over already?

It can be a bit hectic, giving the children all they need to take home, and needs both the leader and assistant, but it gets easier as the week goes on. Try to have a word, if at all possible with the adult that collects; failing that, try not to look too tired and smile! We want them to know that we, and their children, enjoy the day.

### DEBRIEFING TIME – Definition – A problem disappears

Time for all leaders, assistants, activity organisers, musicians etc. to get a welcome drink and gather together. Problems other might share or all need to help with can be aired at this session, but keep anything specific to just one child or your group to discuss with one of the Organisers at the end. Again there will be notices and prayer.



### SUMMARY TIME – Definition – Final thoughts

The day will have passed extremely quickly. If you are younger, thinner and fitter than some you may not even be exhausted but you will have enjoyed it. The children get so much out of Backpackers and one of the reasons for this is that each day is fully structured and action packed. This helps you as a leader because you can always answer the question “what are we going to do next?” and the day flashes past.



Now it's time to go home, pray for the children in your care, prepare for tomorrow and have an early night – unless it's Friday! Keep praying though; Backpackers runs on prayer and it is all-important.



## **GUIDELINES FOR MINIPACKERS HELPERS**

- Minipackers day 8.50am to 4.00pm.
- Minipackers have a structured day with planned activities.
- Work as a team, show initiative and be responsible.
- Willingness to help the children with activities, clothing, toilet trips, hand washing, applying sun cream etc.
- Be prepared to help with nappy changing.
- Be prepared to help with bottle-feeding and spoon feeding babies.
- Be aware of children's needs - comfort, distraction, praise, toilet etc.
- Be happy to read stories and entertain children either individually or in groups.
- Help with setting up and clearing away play equipment, craft materials, fetching drinks etc.
- Be aware of what is going on all around - avoids accidents, squabbles, losing children.
- When taking children out on the site make sure they are under control, holding hands in small groups. You will be responsible for that group whilst out.
- Do any other job as required.
- Above all join in, be happy and smile!

### **Before Backpackers Week:**

- your Minipackers co-ordinator will contact you to arrange planning/preparation meetings as necessary
- you must attend the Team Together Meeting in July
- familiarise yourself with the Fire Procedures and guidelines on Dealing with Challenging Behaviour.

### **During Backpackers Week:**

- be available on the Saturday/ Monday to help your Minipackers co-ordinator set up if necessary
- come to the Service of Dedication and Commissioning on Monday evening
- be available from 8.50am or 1.00pm if only available for the afternoon
- don't forget to sign in (and out if leaving before the end of the day)
- make sure that you are familiar with the Backpackers site
- make sure you are clear about which Minipackers group you are helping with each day
- make sure you are familiar with the Minipackers programme and which activities the Minipackers will be doing that day
- be available throughout the day for all sessions
- help with setting up and clearing away play equipment and craft materials join in the activities with the Minipackers as much as possible
- check with the Minipackers co-ordinator before leaving Minipackers
- make sure that you are clear what to do during the Fire Drill
- be available on the Friday evening and/or Saturday morning to help clear away

## **GUIDELINES FOR ZONE CO-ORDINATORS**

### **Before Backpackers Week:**

- Contribute to planning team meetings as necessary
- Contact your activity helpers to arrange planning/preparation meetings as necessary
- Plan your programme to complement the Teaching Material as far as possible
- Ensure you are clear what age range of children will be doing your activity at which times and ensure activities are appropriate for those ages
- Attend the Team Together Meeting in July
- Remind yourself of the Fire Procedures and guidelines on Dealing with Challenging Behaviour and be clear how you intend to implement them during the week.

### **During Backpackers Week:**

- Make use of your team on the Monday to help you to set up if necessary
- Come to the Service of Dedication and Commissioning on Monday evening for all involved in helping at Backpackers
- Encourage your team to be on site for the whole day if possible so that they feel part of the whole Backpackers experience
- Don't forget to sign in (and out if leaving before the end of the day)
- Make sure each helper is clear about when they are expected to be helping
- Join the morning Team Together Time
- Join in the Up Front and Together Times in the Main Tent if at all possible
- Your helpers should check with you before they leave your activity zone
- Make sure each helper is clear exactly what their role is during each activity session
- Your helpers should be available during each activity session even if they have no specific role
- Be ready to help the Organisers with other tasks if necessary when your activity is not taking place
- Please try to join a group at lunchtime to give the leaders extra support
- Join the afternoon Team Together Time
- Make sure that you and your team are clear what to do during the Fire Drill.

## **GUIDELINES FOR ACTIVITY HELPERS**

### **Before Backpackers Week:**

- Your activity co-ordinator will contact you to arrange planning/preparation meetings as necessary
- Attend the Full Team meeting
- Familiarise yourself with the content of this handbook

### **During Backpackers Week:**

- Be available on the Monday to help your activity co-ordinator to set up if possible
- Come to the Service of Dedication and Commissioning on Monday evening for all involved in helping at Backpackers
- Try to be on site for the whole day if possible so that you feel part of the whole Backpackers experience
- Don't forget to sign in (and out if leaving before the end of the day)
- Make sure you are clear about when you are expected to be helping
- Join the morning Team Together Time if you are on site, if not check with your co-ordinator when you arrive
- Join in the Up Front and Together Times in the Main Tent if at all possible – there is time to prepare for your activity during the Teaching Time
- Check with your activity co-ordinator before leaving your activity zone
- Make sure you are clear exactly what your role is during each activity session
- Be available during each activity session even if you have no specific role
- Be ready to help the Organisers with other tasks if necessary when your activity is not taking place
- Please try to join a group at lunchtime to give the leaders extra support
- Join the afternoon Team Together Time, if you are on site
- Make sure that you are clear what to do during the Fire Drill.

## **GUIDELINES FOR YOUNG HELPERS AND APPRENTICES**

### **YOUNG HELPERS**

Young Helpers, volunteers aged 13-15 years, most of whom have previously been Backpackers, are assigned to groups or Zones to assist the leaders. You must wear a white Backpacker top and the current year's name label at all times during a Backpacker day. You will need to sign in each morning and sign out if you leave the site during the day. Please remember to bring your lunch.

You are encouraged to attend the Teaching Materials Presentations if you are attached to a group, Group Leaders and Zone Leaders are encouraged to include you in their planning.

You are invited to attend the YApps Training session and you should attend the Full Team Meeting if at all possible.

Please be aware that you are a role model for the children during Backpackers and make sure your behaviour, clothing and focus reflect this. Be sure to play a full part in all activities and support your leaders to ensure the children have a safe, enjoyable Christian experience.

### **APPRENTICES known as YApps**

All 12 year old volunteers complete a YApps, training year. 13 year olds who apply as Young Helpers and have not completed the Yapps training year must attend the Yapps and Young helpers Training before Backpackers and those who are not regular church goers will need to complete the YApps, training year.

You will be loaned a blue Backpackers t-shirt which you must wear at all times along with a Backpackers name label. If you would like a second t-shirt you will need to buy one from Backpackers

You will have your own programme which will include running a Group activity and a Zone activity under supervision. This will prepare you for becoming a Young Helper the following year.



## **GUIDELINES ON PHOTOGRAPHS**

Under the Data Protection Act 1998, photographs and videos are classed as personal data and subject to the same data protection safeguards as other forms of personal data.

- All parents will have been required to give consent for their child to be photographed as part of the Child application process.
- The only photographs taken at Backpackers will be those taken by the named Backpacker Photographer; no other leaders/ helpers are permitted to take photographs or film during Backpacker week. This includes use of mobile phones or any other photographic device.
- Photographs will always be of groups rather than individual Children.
- Where consent has not been given for specific children, the Backpacker Photographer will be notified as to the name and group number of the child.
- Where photos taken by the photographer are to be distributed for publicity purposes, the child will not be named. A child's name on the name badge will not be visible in any photograph used for publicity.
- The Backpacker photographer will dispose of all photos once a copy has been given to the organisers.
- Backpacker photographs will not be distributed to Backpacker leaders/helpers.

## **REGISTRATION AND COLLECTION OF CHILDREN**

### **REGISTRATION**

All children who have been offered a place at Backpackers will have already been allocated to a group before the start of Backpackers, and the name of this group is printed on their "Collect Your Child" vouchers which have previously been sent to them. Children arriving on the first day of Backpackers should therefore go straight to their home base to meet their group leaders. There will be people around to direct newcomers to the appropriate areas.

Each morning, the group leaders must complete their register (which will be in their resource pack) as soon as possible and **take it to Information** where a note will be made of any children who haven't arrived. If a child arrives later in the day, group leaders should tick them off on the register and check with someone at Information to ensure they have been signed in and we have an accurate record of who is on site.

It is essential both for the smooth running of Backpackers and as a legal requirement that every child on the field should have a completed registration form (this includes helpers' children).

### **COLLECTION OF CHILDREN AT THE END OF THE DAY**

When the children are registered for Backpackers all parents/guardians will receive a "collect a child voucher" for each day. It is important that they give this voucher (which has the child's name on it) to the Group Leader or Assistant Group Leader when they collect their child. Please do not let a child leave without first receiving a voucher from their parent/guardian. If they do not have the voucher with them they should be asked to see the allocated person in your group tent who will then deal with the matter.

If you have any questions or problems about these processes please speak to the Organisers.

When all the children from your group have been collected the vouchers should be put in the box which is with the person who has been dealing with parents without vouchers.

## **FIRE PROCEDURES**

**To keep us all safe, we all need to know what to do if there is a fire and so we need to practice. A Fire Drill will be held near the start of the event and it is important that everyone treats this practice as if it is the real thing – and of course it may be!**

Fire Marshalls will be introduced at the first morning Team Together.

## **SIGNING IN AND OUT**

It is important that an accurate record is kept of who is on site at any time. The following system should ensure this is the case.

1. On arrival each day, immediately tick off your name on the list in the main marquee (Minipackers helpers in the school). Your name will appear once only, on the list corresponding to your "main job" for the week.
2. Once the day begins these lists will be moved to Information.
3. If you have to leave the site for any reason during the day, please go via Information and sign out by writing the time you leave in the appropriate column next to your name on the same list.
4. If you return to the site again, sign in immediately by writing the time you arrive in the appropriate column next to your name on the same list.

## **WHEN THE ALARM SOUNDS**

For the location of the Backpackers Fire Assembly Point see the Site Layout in the Appendices; any change to this will be notified at the first morning Team Together meeting. A Fire Drill will be held near the start of the event.

Minipackers and Backpackers should both evacuate whenever the alarm is sounded and go to the Backpackers Assembly Point in silence as far as possible.

N.B. Group leaders should always have their registration lists readily available. On hearing the alarm, Group Leaders immediately take their groups to the Backpackers Fire Assembly Point. Groups line up in silence in group order as indicated by the signs. Group leaders should check that each registered child, assistant leader and any other helper in their group is present and report to the appropriate Fire Marshall. (If registration lists are with the Information team, they will be brought to the assembly point).

For Activity Zones; on hearing the alarm, all Activity Zone Helpers must also go to the Backpackers Fire Assembly Point. A designated Fire Marshall will bring the helpers sign-in lists from Information and check that the site is clear. Activity co-ordinators, check each member of their team is present and report to a designated Fire Marshall to confirm this against the sign-in list. Helpers attached to groups will be checked in by the group leader – see previous paragraph.

**It is important that silence is maintained so that announcements can be heard by all.**

When all lists have been checked, Fire Marshals report to the Organisers who will follow up any anomalies. When all are accounted for and the site has been checked, the Organisers will give the All Clear. No one should leave the assembly areas until the Organisers give the All Clear.

**Property is insured and replaceable – people are not.**

## **EMERGENCY PROCEDURE**

### **ACCIDENTS**

A responsible adult must take any child requiring First Aid treatment to the First Aid Post. The First Aider on duty will, in consultation with an Organiser, decide whether the parents will be informed or any other action taken.

If the nature of the injury is such that the child should not be moved, then an adult should be dispatched to the First Aid Caravan immediately. It is important that this adult should know the nature of the injury so that the First Aider can make an immediate decision whether to summon additional help.

### **MISSING CHILDREN**

Missing children must be reported **immediately** to one of the Organisers.

### **CHILDREN AT RISK**

Please see the Backpackers Child Protection Policy in the Appendices for details. You will have signed this policy when completing your helper's application form.

Although unlikely, it is possible that a helper may have reason to believe that a child in their group is in personal danger. If this should happen then details should be passed only to one of the Organisers who will then decide what, if any, action is to be taken. Further guidance will be given at the July Team Meeting.

## **HELPERS' CHILDREN: BEFORE CARE**

### **Notes:**

1. Before care is only available when the parent/carer is helping on site. This applies equally to Minipackers.
2. There is a need for tight procedures for security and safety reasons.
3. Our children need to appreciate these reasons and the importance of co-operating.
4. To minimise the number of children to be supervised, it would be very helpful if other arrangements for bringing and collecting your children could be made.
5. The "care area" will be in the school hall.
6. Please would all volunteers ensure their children are registered for Before Care by the July full Team Meeting.
7. The care team should report any extras or absences to the Organisers (or the appointed person) as soon as possible after the care session.

### **Start of Day Procedures:**

1. The Care Team collect the lists and equipment and goes to care area.
2. No earlier than 9.00am, helpers take their Backpackers children to care area, where they are registered by the Care Team.
3. Next, helpers take any of their children who will be in Minipackers to be registered.
4. All helpers, except the Care Team (and the Minipackers Team), go to morning Team Together Time at 9.15am.
5. The Care Team bring the children on to the main site at 9.55am and deliver them to their groups.
6. Care lists are returned to Information.

### **End of Day Procedures:**

1. Your child(ren) will need to be collected from their group(s) but it won't always be possible for it to be you. Please ensure that your child(ren) is aware of who this may be and that whoever collects your child(ren) has the correct "Collect Your Child" voucher(s) and brings your child(ren) to you, unless you have arranged for them to be taken home.
2. Everyone not involved in helping at Backpackers (and their children) should be encouraged to move swiftly off the site.
3. All helpers, their children and Young Helpers should attend the afternoon Team Together Time – a time of fellowship, prayer and encouragement. This is a good time for your child(ren) to see that you need help as well, and is a practical witness and role model.