

# GROUP LEADERS HANDBOOK

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## **ACCIDENTS**

All accidents whether to staff or campers must be entered in the Accident Book kept in the Directors office. It should be completed after any accident and as soon as possible after the accident.

## **ARRIVAL & DEPARTURE**

Incoming staff should not arrive on site before 12.30pm.

Campers should normally arrive between 1 and 2pm and arrangements should have been made prior to camp so that they can be taken directly to their accommodation especially if there is inclement weather.

The programme for Saturday morning should take account of cleaning the site, packing suitcases, eating lunch and the kitchen staff being able tidy up the kitchen, any prize giving or final meetings which you plan.

Outgoing camps must leave the site in a very clean condition. There is no excuse for the site being untidy for incoming camps.

Coach drivers will be taking a rest and a meal will be provided for them by kitchen staff and it is anticipated that you should be leaving camp about 2.30pm.

## **CAMP POLICIES**

In the light of today's society and the responsibility resting upon the board, Directors and all staff, the following are important statements of camp policy.

The prohibition of the use of cigarettes, alcohol or drugs on camp is clearly stated on the application form and must be enforced. However, it is appreciated that there may be individuals who come to camp as tobacco smokers. Accordingly, Directors have the authority to deal with these individuals in a caring perspective which may allow them to smoke in the entrance lane only.

Chalets and tents must NEVER be frequented by members of the opposite sex to those for whom the accommodation is provided. This is a strict rule and must be enforced.

Directors are requested to ensure that the above messages are repeated in the camp booklet or by letter to each camper along with the fact that the use of personal music systems and mobile phones should not interfere with any other individual or any element of the programme.

The primary motive of any activity at camp should always be that it contributes to the spiritual work of camp and does not detract from it.

Directors are requested to plan carefully activities for Sunday. It is the board's wish that no offence be caused to the churches that support camp.

## **CAMP PRAISE**

Camp Praise will take place on the 3rd Saturday in November. Please encourage folk to attend.

## **CHILD PROTECTION**

Campers will build up a relationship with leaders and feel that they can discuss matters which are important to them. Some campers may feel that they can confide some of their most delicate matters and tell staff that they are being abused. The following guidelines are issued to help deal with this situation.

Child abuse can include

- physical injury
- neglect including emotional neglect
- continued ill-treatment
- sexual abuse

There are at least four ways of a case of child abuse coming to the attention of leaders at Camp -

- an incident occurs at camp,
- something physical or behavioural is noticed in the routine course of camp,
- an admission is made,
- a third party gives information

### **Leaders**

- a) Nobody should deliberately look for, or encourage, information.
- b) If a camper confides in an adult, their word should be assumed to be accurate
- c) Leaders must inform the camper of the need to pass on information - do not promise confidentiality.

- d) Leaders must inform the Director as soon as reasonably possible and must not share the information with anyone else.

#### Director

When there is genuine cause for concern, the appropriate Social Services team must be contacted directly.

- b) The Director, plus any other leader involved, should write a report in detail as soon as possible for clarification of the problem and for future reference.
- c) Informing Social Services is normally the end of a Director's responsibility, but further information may be requested after Camp.
- d) The Chairman, General Secretary, or Executive Assistant should be notified of action taken at the earliest opportunity.
- e) A confidential report should follow on return from Camp.

The full child Protection Policy is detailed in the Appendix

#### CRAFTS

Please address all queries regarding the stocking of the craft room to Jackie Tracey including requests for any specific or new activity.

The Craft Room is just that, so if you plan to use the room for any other purpose (prayer times etc.) then please ensure that the room is kept tidy for the craft activity.

Due to fire regulations the craft room should be limited to 20 people at present and not used during the dark

#### DRUGS

##### Types of drugs

In the event of drugs being used at Camp they would most likely to be one of the following

- a) Solvents, aerosols, adhesives.  
Solvents e.g. dry cleaners, are usually sniffed from containers.  
Aerosols are sprayed into the mouth.  
Adhesives are generally placed in a plastic bag, palpated and inhaled.  
This category embraces materials found in most homes.
- b) Cannabis  
This is hard to detect. Staff should be sensitive to unusual smells on entering tents or chalets. Watch out for Rizla cigarette paper packets.
- c) Heroin  
Watch out for pieces of tin foil burned in the centre.

##### Signs of drug taking.

An extract from 'What every parent should know about drugs'.

'It is difficult to know when someone is using drugs only occasionally - unless they are caught in the act, or when intoxicated (like being drunk). But here are some of the things you may notice

- Sudden changes of mood from cheerful and alert to sullen and moody
- Unexpected irritability or aggression
- Lost appetite
- Losing interest in hobbies, sport, schoolwork or friends
- Bouts of drowsiness or sleeplessness
- Telling lies or behaving furtively
- Money or belongings disappearing
- Unusual smells, stains or marks on the body or clothes, or around the house
- Unusual powders, tablets, capsules, scorched tin foil or (more rarely nowadays) needles or syringes.

Of course, many of these are just signs of normal growing pains, particularly those higher upon the list. So don't jump to conclusions!

##### The Camper involved and the drugs

- a) Solvents, aerosols, adhesives.

It is not an offence to use or be in possession of these substances.

Should a group leader or other member of staff find a camper involved in using any of these substances he/she should consult with the Director or other member of administrative staff. A decision should then be made as to the most appropriate member of staff to counsel the camper.

The counsellor should seek, with the co-operation of the camper involved, either to confiscate or to destroy the substance.

It should be remembered that solvent abuse is often a group activity.

b) Cannabis, heroin or other doubtful substances.

It is an offence to be in possession of such drugs as cannabis, heroin, cocaine, LSD, amphetamines and barbiturates.

On discovery the drugs should be immediately confiscated and the Director informed. The legal option is either to destroy the drug or hand it over to the Police. In the Camp situation it is recommended that the drug is destroyed with at least one witness present.

#### Involvement of Director and other Admin staff.

All actions taken regarding drug usage must be written in a report in the Director's log book. Initials or other means of privately identifying the camper should be used, not his/her name, for reasons of confidentiality. This report should be signed by the Director and the witness and should include the following:

Date, time and identity of the camper involved - see above note

Description of the substance involved.

Approximate weight and volume.

Action taken i.e. destroyed or confiscated.

b) A description of drugs is provided in a folder in the safe and must not leave the Director's office.

c) A doctor should only be called if Camp staff are unable to deal with the symptoms.

d) Should the Director need support or advice he should contact one of the following

Steve Bedford  
Ian Woods  
Malcolm Webster

or if none of the above available, then contact either of the following

Chairman of the Board - Norman Goodwin

Executive Assistant - Ken London                      0151 327 2138

e) The final action, following discussions, will depend upon the specific situation but may include the possibility of the camper being sent home. If the offence is not considered to be of a trivial nature then the camper should be sent home to minimise the risk of sharing or selling drugs. If this is necessary then details of contacting the home church, parents and of escorting the camper home need to be considered.

#### Involvement of other campers, staff and parents

a) Other Campers

Do not inform campers who are not involved.

Reassure campers who are aware, that the incident is being handled appropriately.

Above all, any disturbance to the smooth running of camp should be minimised

b) Camp Staff

It is important that those involved are on a strict 'need to know' basis so that concern back home is limited and again to help the rest of the camp to get on with camp activities.

c) Parents

In all cases where a child is under sixteen years of age, parents must be informed. The child involved should be told by the counsellor that this will happen.

If the camper has not been sent home, nor contact made with the parents before the end of the week, then this should be done as soon as possible after camp. It is advisable that contact is made by a member of the admin team, who may wish to take the group leader/counsellor along.

#### General notes

a) Follow up

Follow up is essential so careful consideration of who is most suitable to undertake this work is needed. The Director or other

appropriate member of camp staff, one of the board members listed on the previous page, a member of the home church and other professional advisors, as felt necessary, should meet soon after camp to plan the most suitable course of action.

b) Written reports

The Director is required to make a written, confidential report, to be sent to the General Secretary as soon after camp as possible. The follow up counsellor may be required to submit progress reports from time to time.

c) General hints

Be Calm - at all times. Over reaction usually leads to bad decisions. Be Caring - to the camper involved. This is not the time for remonstrations. Encourage the camper to talk the problem through with the appointed counsellor, who should be prepared to give whatever time is necessary to listen carefully and prayerfully.

Be Confidential - As few staff and campers as possible should be informed. This is in the best interest of Camp, the camper, staff, the parents, the home church and the future of the Lord's work on Merseyside.

Read - Directors are advised to take time to read the literature available at camp.

### **FINANCE**

To assist in the provision of booklets and Bible study materials and outings etc, an amount of £5 per head (campers and staff) will be contributed, on request, from camp funds. This amount is £8 for Junior Week and Inters 2. Please contact Pat Lamb who will forward a cheque for the appropriate amount.

Directors are required to provide a balance sheet for the above funding including receipts and details of expenditure. This is in conformity with good auditing practice.

The cost of coach hire at camp will be met on the following basis:

- i Costs for one full day trip and two ½ day trips
- ii Directors should try to keep these hire costs as low as possible using cars for leaders where appropriate but please ensure that if campers are being transported, car drivers must contact their insurance company to ensure that they are covered. Even business insurance does not necessarily provide cover for transporting children and young people.
- iii Clynog & Trevor Coaches have the contract for providing coaches for 2007 and should be contacted directly for bookings - 01286 660208.
- iv Invoices should be sent to the office as soon as possible.

### **FIRE**

The Fire Brigade must be called to any fire, no matter how small. The camp address is  
MCRYC (Tyn-y-Nant Christian Centre) Broom Hall Lane, Abererch, Pwllheli, LL53 6PW

As camp develops the fire alarm system and procedures will change and staff should therefore never be complacent.

A fire officer is to be appointed by the Director at a pre-camp meeting. The fire officer should preferably have some experience of fire fighting training etc.

A fire party should be appointed by the Director at a pre-camp meeting. The party should consist of a minimum of 3 female and 3 male leaders in addition to the fire officer. It would also be of benefit to have a first aider as an addition in case of need.

Each week should carry out a fire drill shortly after arrival at camp to familiarise everyone with the fire procedure.

Fire fighting equipment must not be misused by any person and is an offence in the Health & Safety at Work etc Act.

No fires are allowed on camp except for the incinerator and camp fires organised by the Site Manager and flammable liquids are not to be used to light or brighten fire.

#### **Campers Fire Procedure**

On discovering a fire, sound the alarm and tell a leader

On hearing the alarm -

Leave the building by the nearest available exit

Close all the doors behind you

Report to your group leader at the assembly point on the football field

Do Not

Re-enter the building or tent

Stop to collect personal belongings

#### **Staff Fire Procedure**

On discovering a fire sound the alarm and advise the fire party of the location

On hearing the alarm

Leave the building by the nearest available exit

Close all the doors behind you.

Report to the assembly point on the football field, take a group roll call & advise the director

Director advise Fire Officer of roll call

Fire Party

Report to your assembly point at the kitchen

Call the fire brigade

Tackle the fire is safe to do so

Do Not

Re-enter the building or tent

Stop to collect personal belongings

### **FIRST AID & MEDICAL**

First Aiders should be appointed by the director at a pre-camp meeting, one each for the boys and girls camps. There should be at least one emergency qualified first-aider at camp. Please contact Ken London (0151 327 2138) if this is not possible.

On arrival at camp the first aiders should check the medical stocks and log books and ensure that the instructions on the inside cover of the log books are fully understood. These instructions include surgery times and telephone numbers for the local GP., Dentist, local and general hospitals.

Campers should have details of any medication brought to camp with directions for administration. This should be signed by a parent or guardian.

There are 2 sets of keys (boys/girls) for the medical cupboard which should be kept in the key cupboard in the Directors office.

Details of all treatment given to campers and staff, no matter how trivial the treatment may seem, must be recorded in the medical log books.

If a visit to the GP., Dentist or hospital has been necessary a full report must be entered into the log books and, if a letter has been given to the camper regarding the treatment, the director should ensure that the letter reaches the campers parent/guardian at the end of camp.

If any medication is brought to camp the first aiders in conjunction with group leaders should ensure that such medication is taken at the appropriate times; (young campers especially are prone to forget).

All drugs brought to camp should be kept in the medical cupboard unless self administered (e.g. inhaler) or in the refrigerator in the lady assistants room.

A medical kit should be taken on all outings. Two medical kits will be available at camp for this purpose and if more medical stock items are needed, please purchase from any local chemist.

If in any doubt about any medical treatment, the patient should be accompanied to the surgery in Pwllheli or request a visit if essential. If treatment is needed from a local GP a temporary resident form, obtainable from the GP should be completed.

In the case of an accident or illness needing more than just first aid, take the patient to the nearest Casualty Department or request an ambulance. If attention by a Doctor is felt necessary please contact the out of hour's number on the notice board in the Director's room.

In all cases of seeking expert treatment, the campers application form should be taken as it give parental permission for treatment.

### **GROUP LEADERS**

The group leader is probably the key role in the staff terms which run each week of camp, their dedication and commitment will determine the effectiveness of the week.

You are in 'loco parentis' for the week - that is, you should act as a reasonable, caring parent, acting responsibly at all times. However this does not exclude a sense of fun, you will certainly need a sense of humour to survive the week!

You must be available to you campers at all times. Try to get to know them and be sensitive to their needs - physical, emotional and spiritual. This may mean spending time with them in Pwllheli, instead of having coffee with other leaders, or sitting next to the shy one on the bus, instead of your boy/girlfriend.

YOU ARE GIVING A WEEK OF SERVICE USING THE GIFTS GOD HAS GIVEN YOU - IT IS NOT PRIMARILY A HOLIDAY. HOWEVER, THE

EXPERIENCE OF WORKING WITH THE CAMPERS AND OTHER CHRISTIAN STAFF MUST BE ENJOYABLE OR YOU WILL FIND THE WEEK A PAINFUL EXPERIENCE.

Some of your duties:

Before Camp

Get to know some of the names of your group members from the list that you will receive. Pray for them and arrange prayer partners who will pray for you and your campers.

With the admin team, send out camp booklets with a letter of introduction so that the group will know who to look out for.

At Camp

Coaches

Your responsibility as a leader begins at your coach boarding point and continues until the homeward journey is complete.

**Arrival At Camp**

Immediately on arrival you should settle the campers into their chalets or tents, which will be clearly marked with group names. Leaders' accommodation will normally be close to the campers.

Bank

It is your responsibility to collect bank money from campers and to distribute it at a specified time each morning (except Sunday). A clear written account of each campers money should be kept to allow no misunderstandings. The money should always be returned to Assistant Directors for storing in the camp safe.

Rise and Shine

You will be expected to make sure that your group are washed, dressed and ready for breakfast on time.

**Group Activities**

Encourage your group to join in activities. The most enthusiastic group usually has the most enthusiastic leaders. Be sensitive to the needs and personalities of different campers, help them to get involved in activities which meet their needs. Watch out for the quiet and reserved ones and treat all campers with the utmost respect.

Always support your group in their efforts at sport, crafts and other activities, help them prepare their team and, ensuring everyone gets an opportunity to take part.

During the week you are the first point of contact for your group. They will come to you first with their problems. Try to help, but never feel isolated as a group leader. Always share problems, others may be able to help.

NOTE: Remember Assistant Directors and Director will carry ultimate responsibility.

It is each group leaders responsibility to see that their own group is undressed, washed and bedded down. This includes making sure that the tents are safe and secure, particularly in bad weather.

You should supervise your group duties, ensuring that all campers do their fair share. Peer pressure is a powerful motivator for those campers who want to do the minimum to get by.

NB: No campers are allowed in the kitchen. Staff only to use the potato peeler.

Inspection is a necessary part of Camp to ensure hygiene. Imagination and initiative can make it more enjoyable. Encourage a responsible attitude to the site.

A rota will be provided for staff duties, including late night patrols, it is important to share these tasks to avoid the team becoming overtired.

You should know where your campers are at all times, especially at padres time in the rec room. Counting 10 is easier than 110!

NOTE:

Additional roles will be required to run a successful week of camp and group leaders will have to take on additional responsibilities for planning sports, crafts, concerts/fringe, wet day activities, outings etc. It requires everyone to pool their gifts and skills so everyone benefits.

After Camp

Sit down and take time out to review camp, what went well, what could have been done better, what additional skills do I need for next season. Go and do something about it.

## **SPECIFIC GUIDANCE**

### **Male leaders:**

No male leaders to be on the girls field or surrounding area before breakfast and after evening session – this is when the female campers may be getting washed and changed and is a time when you may be vulnerable to allegation.

### **Female leaders:**

No female leaders to be on the boys field before breakfast and after the evening session for the same reason.  
On Sports day ensure all campers wear appropriate clothing e.g. clothing that will not go see through when wet.

### **All leaders:**

Be aware of the external environment and how your actions could be perceived outside of MCYC.

Whilst at MCYC things like waking young people up by putting them on the field, throwing water in chalets at a wet week may be done in a spirit of fun, however could be construed as bullying.

Please be aware that any 'awards' given to young people at the end of the week should be positive and designed to boost not undermine confidence and self-esteem.

### **After Camp:**

It is good to foster positive relationships however avoid creating dependency relationships. Remember you have only known the young person for one week and there may be someone in the young person's home church who is more able to deal with the young person and their issues.

## **QUIET TIMES/GROUP TIME**

Quiet times are one of the most important activities that take place at camp. They are your opportunity to encourage the campers to talk about their experiences and understanding of God.

In order for you to be able to lead a quiet time, the following points are important:

Quiet times are not necessarily quiet - they are times of discussion and your aim is to involve as many of the group members as possible either by encouraging them to verbalise their thoughts and perceptions or by involving them in some other way.

Your role is not to preach a sermon, but to facilitate a discussion which deepens their understanding of God's Word and how it applies to them today.

If you are to be able to encourage and draw out meaningful discussion, you will need to do the following things before you go to camp -

- Pray about your quiet times and those who will be in your sessions.
- Read the information supplied by the Padre and ensure that you know what the objectives of the sessions are. Put them in the context of the week's theme.
- If you are not sure of anything talk to the Padre before camp.
- Be clear about the aims of each session and what you want the campers to know, feel and do differently about their Christian walk on a daily basis.
- Ask yourself, "How can I make this interesting? What will I need to do to gain the attention of the campers and how can I actively involve them in the discussion?" If you are unsure visit your local Christian bookshop and seek out publications that have ideas about working with groups. ( If you want to save your money, ask those in your church who already have them if you can borrow them and what help they can give.)

When you get to camp make sure that you attend the staff prayer time each morning. This is such an important aspect that it will show in your quiet time.

When leading your group time remember the following key points;

- God gave you two ears and one mouth, that is a good ratio.
- Questions that start with what, when, where, how and why always get more response than questions that can be answered yes or no e.g. How does this story apply to us today? or What can we do to put this into practice? or When we do this what will others think about Jesus?
- Do not allow a clever group to lead you away from the topic -BUT do not be constrained entirely by the material supplied especially if an issue helps the group to respond more openly to a related issue.
- Do always try to open and close with prayer.

In order to enhance your relationships and discussion leading ability, you should try to nurture the following Key Principles and the examples of how to apply the principle.

**·Maintain or enhance the self-esteem of each individual.**

*That is a very important point, I am glad that you made it.*

**·Listen and respond with empathy to an Individual's views.**

*I can see that you really feel strongly about that point.*

**·Ask individuals for their help and encourage their involvement**

*John, I wonder ~you could tell me what you think that passage might mean to someone?*

**·Share your own thoughts, feelings and rational (sparingly)**

*When I have read this in the past I have often thought it meant.... but now I think it also means....*

**·Provide support for individuals without removing responsibility**

*I realise that it is important **for you** to make your **own** decision **on** that, but if you want to explore it further before **you do**, I would be happy to talk **with you**.*

Remember that if you need help, the Padre and the Admin team are there to help you.

Some don'ts about quiet times:

- Don't respond positively to campers' comments about not wanting to take part
- Don't start the time late or try to finish early.
- Don't allow your group to disrupt other groups.
- Don't allow your group to enter into sports activities until all the groups have had the full allotted time.
- Don't be frightened about quiet times.

### **INSURANCE INFORMATION**

Camp has an insurance policy with Ansvar, no. BPP 2148347. This provides Public Liability indemnity of £5 million. If you book the sports centre at Pwllheli, they will ask for this information

Please ensure that all staff and campers are aware that personal items (Including laptops etc.) are not covered on Camp's insurance. An individual's own house insurance policy should cover such items.

No firework displays should be held at Camp without prior approval of the Management Board who will need full details of what is being proposed.

### **IN TOUCH**

'In Touch' relies on feedback from each week to present a 'flavour' of the week at camp. There is no specific format for this feedback, rather a series of notes on the week's activities, items for prayer, humorous incidents etc. which will then be formed into an article for inclusion in one of the post camp issues.

A 'scribe' should be appointed to fulfil this responsibility and they should contact the editor before camp, with a view to sending their report in immediately after camp. Please be prompt with these reports and send them to the office as soon as you can. They can also be emailed to [bepartofit@mcyc.co.uk](mailto:bepartofit@mcyc.co.uk)

### **JOB DESCRIPTION AND JOB PROFILES**

#### **DIRECTOR AND ASSISTANT DIRECTORS**

Principal Responsibilities

- To provide under the guidance of the Holy Spirit the vision, leadership and direction to the team who are sharing the responsibility for his week of camp.
- To manage the resources available consistently within the policy and guidelines provided by the Camp Trust and the Management Board.

#### **PADRE**

Principal Responsibilities

- To provide, under the guidance of the Holy Spirit, the leadership and overall direction of the Spiritual programme for their week of camp.
- To ensure that all staff are prepared and take an active part in the preparation and delivery of the spiritual programme
- To prepare teaching and materials which will encourage growth and maturity as followers of Christ (staff and campers).

#### **FIRST AIDER**

This is a specialist role and requires someone who is qualified to treat minor injuries and handle drugs within the bounds of current legislation.

#### SPORTS LEADER

This is an important aspect of camp and is a means for many of the campers to relax and enjoy their leisure time. The Sports leader will be responsible to plan indoor and outdoor programmes, with some leaders having specific responsibilities; however, all should be ready to help if needed.

#### CRAFT LEADER

If you are selected to do this task, you will need to do some pre-camp preparation. However, if you are free to lend a hand in the craft room during your week of camp, your assistance will be welcomed and you may enjoy yourself!

#### SITE MANAGER

This role is appointed and the individual is responsible for the smooth running and efficient operation of the camp site, its services and its facilities. He is responsible for maintaining water supplies, that the drains are clear etc and generally to maintain the services in good working order.

#### LICENCES

Camp has the following licences:

Copyright Licence	-	1057219
Music Reproduction Licence	-	1057233
Video Licence	-	1057240

Copyright Licence allows us to reproduce the lyrics of authorised hymns either on paper, on acetate or on a pc. Please ensure that the log on the pc in the Directors office is completed with the hymns so reproduced. If a hymn has already been entered, no further action is necessary.

Music Reproduction Licence allows us to photocopy the words or music of authorised songs directly from the publication.

Video Licence allows us to show films or extracts of films and no details need to be taken.

#### LIGHTS OUT

Very late nights are unnecessary. They are likely to result in problems due to over tired campers and staff and are a bad testimony to neighbours of camp. Directors are requested therefore to ensure that the evening's programme is completed before 12:00 midnight and that by that time camp is quiet so that those who want to sleep can. A rota of late night patrols will ensure that most staff can go to bed at a reasonable time.

#### LOG & GUIDANCE BOOKS

The following log books are kept on site and contain important instructions:-

- Accident Book
- Catering
- Medical - NOTE it is important that the medical log book is kept up to date and is signed at the end of the week by the medical officer and countersigned by the Director.
- Financial balance sheet
- Music reproduction
- Shop
- Site

#### OUTINGS

Activities such as sailing, canoeing, mountaineering, rock climbing, abseiling which present a high risk of serious or fatal injury will only be carried out under the supervision of instructors trained to standards approved by the sports governing body and in accordance with any recommendations made by that body.

If outside agencies are used to provide such activities, Directors must check that the agency has appropriate insurance and that they have suitably qualified staff.

#### General Outings

It is advisable to appoint a coach leader and to have campers occupying the same coach on the outward and return journeys on outings and coaches should not leave until all staff and campers have been accounted for.

It is also advisable that at least 1 car should be taken on outings in case of emergency.

A first aid kit should be taken on each outing and two kits are provided at camp for this purpose.

For organised walks around camp or to the beach Directors should take into account:

Terrain for walk  
Weather and visibility  
Age and capability of campers  
Campers clothing and footwear  
Time of Walk (daytime or night time)  
Supervision by staff  
Brief campers on need to walk in single file  
As many leaders as possible to wear high visibility jackets.  
Use of radios to warn of hazards

## **REPORTS**

The Director is requested to maintain a personal record of the week's events, to be included in a report to Board. It is suggested that all members of the admin team, assistants and padres, be included in the compilation of this report except where matters of a confidential nature are concerned.

## **RESPECT**

Campers should expect to be treated with respect at all times even if being disciplined by staff. All our staff are ambassadors of Christ and in every aspect we should show it from getting them up in the morning to being with them during the day and getting them to bed at night. Campers should expect to be shown the love of God.

Campers sign their application form and a statement which says "You will be expected to behave with respect at all times; both to each other and to leaders. The Director and the Admin Team have the overall responsibility of ensuring MCYC runs smoothly and that everyone is able to enjoy themselves. If they feel your behaviour threatens this, you may be sent home."

If there are discipline problems, campers should be reminded of this statement and should bad behaviour continue it may be necessary to carry out the full implications of the statement.

## **REUNIONS**

If you plan to hold your reunion at one of the churches associated with camp please ensure that the secretary of the church is notified.

## **SHOP/BOOKSHOP**

Initial stock is provided. Further details and specific instructions for each week can be found in the Shopkeeper's Handbook. If there are any problems contact Andrew Watts.

## **SITE**

### **Blankets & Pillows**

Each bed, male and female, will be provided with a blanket and pillow. It is expected that campers will provide a pillowcase and sleeping bag or similar. Additional blankets are available in the blanket store but please see the Site Manager to obtain them.

Please ensure that blankets are not used outside of the sleeping accommodation. There are old blankets available to go on the grass. See the Site Manager.

### **Caretaker**

It is a requirement that the site is never left unattended with preferably more than one person acting as 'caretaker'.

### **Vandalism**

Please ensure that great care is taken with all camp property, vandalism should not be tolerated. Should a serious act of vandalism occur, the Director should forward full details to the office for consideration of a charge being made to the camper.

### **Work Parties**

Work parties usually take place between the beginning of March and mid July so please do your best to encourage staff to help in this important work. Contact Chris Evans or Aileen Wright for further details.

## **SPORTS**

It is usual to appoint both male and female sports leaders who will be responsible, with help from all staff, for the sports programme for the week. They will also be responsible for the care of the sports equipment used and for making sure that everything is left tidy and in the correct place at the end of the week. Lost or broken stock should either be replaced or Mike Lamkin, who is responsible for stock, should be informed as early as possible.

## **STAFF**

### **Staff Recruitment**

MCYC highly values each camper coming for a holiday with us and we must ensure that all staff volunteering for a week at our site are properly vetted to ensure high and caring standards. The Volunteer Recruitment system has been designed to take into account the spiritual and ethical standing of each volunteer.

Each applicant must complete a number of forms as part of this process:

- a. Staff Registration form – required the first time an individual attends as a volunteer or if the applicant has never filled one in previously.
- b. Referees Form – complements the Registration form and an applicant is required to have 2 referees.
- c. Criminal Records Bureau Enhanced Disclosure Application – required on initial application and thereafter every 3 years. A Disclosure certificate from any other organisation is not acceptable and a new application must be made even if a volunteer has one.
- d. The following people are countersignatories for MCYC  
Dave Jones  
Norman Goodwin  
Ken London-  
Claire Whitcher
- e. Staff Application Form – required every year as an application for a specific week of camp and as a church endorsement of the volunteer.
- f. Staff Registration Renewal Form – required every 3 years together with a new CRB application

Although checks are made by our staff, Directors should ensure that volunteers complete the appropriate forms and should be aware that the Management Board approves all those attending camp as volunteers in any capacity.

Staff fees are £155 but if a leader is in full time education or is attending a second or subsequent week as a leader, the fee is reduced to £75.

## **SWIMMING**

The following guidance is based on information from the Scottish Education Department.

Swimming and paddling or otherwise entering the waters of river, canal, sea or lakes should never be allowed as an impromptu activity. The pleas of young people to be allowed to bathe - because it is hot weather, for example, or after a kayaking exercise - should be resisted where the bathing has not been prepared for. In-water activities should take place only when a proper risk assessment has been completed and proper measures put in to control the risks. The activities should be formal and supervised.

It is good practice that, wherever possible, group leaders seek out recognised bathing areas that have official surveillance i.e. qualified lifeguard cover. But, even then, group leaders should be aware that participants might mingle with members of the public and be lost to view. Participants should always be in sight and reasonable reach of their supervisors.

Directors should:

- Be aware that they are the responsible person for organising swimming parties. However, please take advice from any suitably qualified leaders;
- Appoint swimming supervisors;
- Use the abilities of any qualified staff
- be aware that many young people who drown are strong swimmers;
- check the weather;
- beware of rocks, breakwaters and other potential hazards;
- designate a safe area of water for use by the group;
- brief the group about the limits of the swimming area;
- avoid crowded beaches where it is harder to see participants;
- ensure that participants have not eaten (at least half an hour) before swimming;
- adopt and explain the signals of distress and recall;

All group leaders should:

- ascertain for themselves the level of their groups swimming ability;
- be aware of the local conditions - such as currents, weeds, rip tides, water quality/ pollution, a shelving, uneven or unstable bottom - using local information from the lifeguard, coastguard, local environmental protection authority, harbour master, police or tourist information office;
- look out for warning signs and flags. A red flag means it is unsafe to swim; yellow flags mean that lifeguards are on patrol in the area between the flags; a black and white flag means it is an area used by surfers and not suitable for swimming;
- be aware of the dangerous effects of sudden immersion in cold water;
- be aware of the dangers of paddling especially for young children;
- be aware of the signals of distress and recall;

- ensure the activity is suitable for the participants, especially any with additional support needs or disabilities;
- ensure that buoyancy aids, lifejackets etc. are used where appropriate;
- be aware that it is not always possible to tell when someone is in difficulties.

Supervisors should:

- Wear conspicuity coats
- Define the swimming area
- have clear roles - at least one supervisor should always stay out of the water for better surveillance, even where lifeguards are on duty;
- take up a best position from which to exercise a constant vigilance;
- divide their careful watching between staff who stand in the sea and look landward towards the group and staff who stay on land and watch the group from that vantage point;
- give the young people their full, undivided attention;
- always follow the advice or directions of a lifeguard;
- never swim themselves unless it is to help a young person in distress;
- not join in any of the participants' games;
- ensure that no young person is allowed to wade out or swim further than his or her waist height;
- nevertheless, be aware that it is possible to drown in one's own depth, and to act immediately when a young person appears to be in difficulties;
- ensure that participants leave the water immediately if they get too cold, especially if toes and fingers look blue or feel numb - could suggest the onset of hypothermia;
- carry out regular head counts;
- recognise that a young person in difficulty is unlikely to wave or shout - all of their energies will be in trying to keep afloat.

It is good practice for the group leader, or another designated adult in the group, to hold a relevant life saving award, especially in relation to sea swimming. MCYC will be pleased to arrange and pay for appropriate lifeguard courses for leaders. It should be born in mind however, that these courses require a high level of commitment of time and to using those skills for MCYC needs.

### **TELEPHONE**

Calls home very late at night or very early in the morning can be distressing for parents and campers alike, especially where younger campers are concerned, so Directors are recommended to limit the hours when the phone can be used, locking the kiosk only if **absolutely necessary**.

The telephone in the Directors room is intended primarily for official calls and is a normal business line. An honesty box is provided for appropriate use.

Main Camp telephone      01758 612045 (coin operated phone box)

Director's room telephone    01758 701183

If either telephone is faulty please notify BT in the normal manner but if difficulties occur please contact Ken London (0151 327 2138).

There are no charging facilities specifically provided for campers' mobile phones. Please advise campers of this and that the use of mobile phones should not interfere with either the camp programme or anyone's privacy.

### **TRAVELLING**

Camp Tickets will be provided by the Camp Registrars and will be sent to the Director for inclusion with the Camp Booklet and leaders' letter.

A coach list of all travellers including staff will be prepared by the Camp Registrars and forwarded to Directors. There will be variables to the list which only the Directors are aware of such as leaders going in cars or campers being taken directly to camp. It is important that the coach list is an accurate record of those travelling on the coach to camp and back to Merseyside the following Saturday.

Consultation should take place with the Registrars to ensure there is an accurate list and that we do not book more coaches than is necessary.

#### **Pick Up Points**

Camp pick up points and times are normally:

Birkenhead - Sidney St. Car Park, Off Argyle St, Birkenhead Pick up at 1000 - Return at 1715 to 1815

Chester - Boughton Heath Park & Ride, Whitchurch Rd, Chester - Pick up at 1030 - Return at 1700 to 1800

Colwyn Bay - Eirias Park, Top Car Park - Pick up at 1130 - Return at 1600 to 1700

Liverpool – Paisley Street, by Costco, Gt Howard St - Pick up at 0945 - Return at 1730 to 1830

Warrington - Trigger Pond, Liverpool Rd., Gt. Sankey - Pick up at 0900 - Return at 1800 to 1900

Should those travelling from Runcorn and Warrington have no other campers or leaders on the coach, the departure will be later – **please see the ticket which will give correct times.**

The coach company will be asked to ensure that their drivers all understand that the coaches leave Colwyn Bay together, (not before 12:00 on the outward journey). Some drivers (mostly those subcontracted) have tried to avoid stopping on the return journey but this only creates problems back in Merseyside with parents not having arrived to collect campers.

#### **Travel at Camp**

Please refer to the finance section but coaches can be hired at camp from Clynnog & Trevor Coaches who have the contract. Directors should use the travel procedure as guidance for travelling at camp. Should there be any unforeseen emergency, please advise Ken London (0151 327 2138) at the earliest opportunity.

#### **Tipping of Drivers**

This is always a subjective matter but as a guideline and providing that you are happy with the service provided, drivers travelling to and from Merseyside should be offered a £10 tip per journey and drivers operating local coaches should be offered a £5 tip per trip.

#### **Use of Minibuses**

The following matters should be considered if minibuses are being used:

Use reputable suppliers and seek assurance that vehicle properly maintained

Use trained minibus drivers

Insist on use of seat belts

Regular breaks (at least 20 minutes in every 2 hours)

### **TRAVEL PROCEDURES**

#### **General**

The basic principle of the procedure is to ensure the smooth travelling, arrival and return of campers and to prepare for what we pray will not happen, that is to plan a procedure for dealing with an accident of any scale.

In order to operate this procedure certain tasks need to be done and the majority of these are already being undertaken satisfactorily. However, we need to adopt a specific procedure to ensure a proper response to an emergency and nominate personnel for specific positions.

These positions are:

Director

Travel Coordinator (probably Director)

Coach Leader (one for each coach)

Merseyside Emergency Contact (MEC)

#### **Director**

The Director will appoint a coach leader for each coach and a Travel Coordinator if the Director is travelling on a coach. All these personnel should have a mobile phone and the numbers exchanged. It may be useful to have more than one leader to assist as coach leaders both for the experience and as a backup to the coach leader. It should be ensured that a leader is on the coach at all times campers are on a coach. This is especially important if campers are being picked up at Runcorn. It is likely that a member of the Runcorn fellowships will be able to travel on the coach to the Warrington pick up point but arrangements must be made in plenty of time.

The Director will provide each coach leader with a list of campers for their coach and their respective pick up points. This should include staff members who are travelling on the coach.

Each Director will be advised of the Merseyside Emergency Contact for their respective week and the contacts telephone number. The MEC is a coordinator of information on Merseyside should there be an emergency situation and is responsible for providing additional resources and personnel to meet the demands of the situation.

The Director must ensure that coach drivers will be given a tip, if appropriate, and that the provision of sick bags for the journey is arranged.

The same procedure will be undertaken for the return journey but the Director must ensure that all return luggage is provided with a sticker indicating the coach drop off point. These stickers will be available at camp in the Director's office.

### **Travel Coordinator**

The Travel Coordinator, who should be the Director if he is travelling by car, will deal with any queries from coach leaders and in particular, deal with any camper who turns up late; the coaches should not be held up unduly due for late comers.

The Travel Coordinator should therefore have a list of camp reps. and the campers so that either the camp rep or the camper can be contacted should any individual not arrive on time. He should make the decision as to whether the coach should be allowed to proceed without a camper(s) and then make the necessary arrangements for those individuals. That may include asking the family to take the camper to camp.

In addition, the Travel Coordinator should deal with any emergency in conjunction with the Merseyside Emergency Contact. It is expected that he would respond to hospital should the need arise and forward relevant information to the MEC and camp.

### **Coach Leaders**

Prior to the day of departure, coach leaders should ensure that they have the following items –

- Mobile phone
- List of campers and pick up points being used
- Luggage stickers and a few spare campers tickets
- Sick bags

At the pick up points the Coach Leader will check the ticket against the camper and ensure that the ticket has been signed by a parent or guardian and that an emergency contact number is given. If a camper has not brought a ticket a spare one should be utilised but it must be signed by a parent or guardian.

If any campers do not turn up within an appropriate time, the Travel Coordinator should be contacted for instructions. It must be ensured that the coaches are not unduly delayed.

Check the condition of the coach before campers get on (we have been wrongly accused of damaging seats etc.) and again at the end of the journey.

Make a note of the coach registration number and the driver's identification number before departure so that any comments passed on to the coach company can easily be related to a specific coach and driver.

The coaches must stop for a break at Eirias Park on both legs of the journey. Coaches should not leave there for camp until 12 noon at the earliest.

On arrival at camp the coach should be checked for any belongings left behind and tidied up as much as possible for those on the return journey. The campers' tickets should be given to the Director as soon as practicable.

In the past items of luggage have gone missing on the return journey so great care is needed when loading the coaches at camp. Luggage should be assembled on the boys field in a separate line for each coach or in separate tents during bad weather. Campers are responsible for their own luggage and they should carry all their belongings to the coach and watch them being packed. Labels denoting the drop off points are now available in the Directors office for each week of camp.

On arrival at home destinations, no camper should be left awaiting their parents without a member of staff remaining with them.

### **Merseyside Emergency Contact**

The Management Board will appoint a MEC for each week of camp. They will be solely responsible for assisting with an emergency and acting as a contact point on Merseyside.

The Director must provide the MEC with a complete set of names and coach lists.

It is not possible to give exact guidelines as to the specific responsibilities of a MEC. However, the following matter may give some guidance as to areas which should be considered:

Additional personnel at hospital

- Transport to and from hospital for campers and parents
- Additional Management Board members required to assist
- Providing information to Camp Rep
- Staffing requirements at camp
- Campers at camp requiring transport to Merseyside

An aide memoire is appended to this booklet for your information.

Additional labels are available at camp with the returning destinations (eg Warrington) for application to each piece of luggage returning to Merseyside.

It would be helpful if directors would notify the Camp office of changes made to coach lists, prior to departure date.

**Travel during the week**

Please ensure that care is taken by all users of the drive, coaches, cars, suppliers etc. to avoid offence to neighbours, particularly in keeping to the speed limit of 10mph (this is most important during very dry weather when dust is a nuisance).

**Accidents**

Should an accident occur during travelling to and from Merseyside the MEC should be advised as soon as possible. They will be responsible for coordinating help and advice from the Management Board. The Directors primary responsibility is to the campers in his care and where possible the week should continue as normal.

**TRAINING**

It is expected that training and Camp policies in the following areas will be given at pre-camp meetings:

- a Staff relationships & dealings with each other and the campers
- b Privacy of chalet and tent accommodation
- c Walk to the beach procedure
- d Swimming procedure
- e Fire procedure
- f Child Protection procedure

Where staff have never been to camp before, it is advisable to give them a conducted tour of camp advising how duties work and where appropriate materials are.

Members of Training Sub Committee are willing to attend pre-camp meetings where necessary. Please contact Alan Kneale.