

GET IN



EVENT MANUAL VERSION 1

RAGLEY HALL, 20-22 MAY 2022



INTRODUCTION & CONTENTS

What are we doing here?



Welcome to the Get In event manual! This document will tell you everything you need to know about Warwickshire Scouts' Festival of Scouting, our County camp.

There will be several versions of this document released before the event, each with more information than the last. **New or updated information (from the previous version only) will be highlighted in green, so you don't need to re-read the entire manual to pick up new information. If a page's title is highlighted in green, then the entire page is new.**

Make sure you don't miss anything by subscribing to the Warwickshire Scouts events newsletter:

getincamp.co.uk/newsletter

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ONE STOP SHOP

Rapid answers to quick questions



Event date

20-22 May 2022.

Event location

Ragley Hall, Alcester, Warwickshire B49 5NJ.

Key dates:

- 3rd September 2021 – registrations open
- 15th October 2021 – registration of Group interest & estimated numbers
- 10th December 2021 – Numbers update (if applicable) and deposit payment
- 31st March 2022 – Final numbers and final payment deadline
- 31st March 2022 – Merchandise orders and payment deadline
- 17th April 2022 – Wristbands and badges distributed to district representatives
- 18th-24th April 2022 – Minor Increases to participant numbers

How can I be part of the event?

We need a team to help Get In happen! Leaders will be needed to support the activity zones during the programme sessions; our expectation will be that every group will provide volunteers to help out in the zones. Our approach to coordinating this will be confirmed shortly, however it is likely to be based on a ratio per number of attending participants. Please email ask@getincamp.co.uk if you have any questions.

To register:

- **Participants and leaders:** Speak to your Group, as the event is only taking registrations on a Group-level, not for individuals.
- **Group helpers:** Speak to your Group as you need to be recorded on their registration forms.
- **Event Staff:** We will be launching sign up for our Event Staff in late 2021/early 2022. Please check back in the next version of the Event Manual and for now you register your interest with registration@getincamp.co.uk.
- **D of E and QSA residentials:** Get In 2022 is supporting residential experiences! We will be announcing more about this over the coming months, but for now you register your interest with registration@getincamp.co.uk.

Event Phone Number **Released April 2022**

The event will have one phone number which can be used to contact the event team. It will be operational **from Thursday 19th to Monday 23rd May 2022**. Call this number for anything, from emergencies through to event and transportation queries. The event reception will also be open to deal with queries face to face.

How do I ask questions?

Message the team on social media using @GetInCamp or email ask@getincamp.co.uk

FOREWORD

Guess who's back?



At last, something to look forward to - Get In 2022 is coming!

This is a great opportunity for the whole County to come together, from the youngest Beaver to the oldest Leader. There will be new activities to try and old favourites to enjoy again. For some it will be their first camp - others will be well used to sleeping under canvas. It will be a time to cement friendships and make new ones - from the time you arrive until the time you leave, make the most of every moment.

Huge thanks to all those who have made it possible: the organising team, the leaders and the parents and friends. Without any of you this great event would not happen.

See you at Ragley Hall!

A handwritten signature in black ink that reads 'Nigel'.

Nigel Hailey, County Commissioner

Welcome back to the amazing event that is Get In!

Get In 2022 is going to be a brilliant experience for all scouty people of Warwickshire. A brilliant opportunity to bring us all back together and enjoy what makes scouting so great.

The organisers for Get In 2022 have done an incredible job to create an inclusive action-packed weekend for all to enjoy and feel truly immersed in the world of Scouts once again.

Thank you to those who have worked tirelessly to make Get In happen!

See you all there!

A handwritten signature in black ink that reads 'Matt and Ruth'.

Matt and Ruth: Team County Youth Commissioner

GENERAL INFORMATION

What, Who, When & Where?



Q: What is Get In?

A: "Get In..." is an activity camp open to all members of Warwickshire Scout County. Activities will be for Beavers, Cubs, Scouts and Explorers. In 2018 over 3000 members joined the event! Watch the event video here: www.getincamp.co.uk/2018video

Q: When is Get In?

A: Friday 20th to Sunday 22nd May 2022

Q: Where is Get In?

A: The camp is situated at Ragley Hall, Alcester. We will be camping in the area called 'West Park', at the back of the main hall. The address is: Alcester, Warwickshire B49 5NJ.

Q: How much does it cost to attend?

A: Participants arriving on Friday night and camping until Sunday: £45 (£40 if travelling by coach – see registration instructions)

Day visitors (Saturday or Sunday, no camping): £30 (£25 if travelling by coach).

There is a £5 levy added for participants attending from outside of Warwickshire, to match the financial input Warwickshire Scouts have given to the event.

Adults, Young Leaders and Network: £0! We know how much you give to Scouting and will be forever grateful. Thank you!



Q: What do the prices include?

A: The costs cover your camping & activities fee. Groups need to **add travel and food costs** to this **before** telling your section how much you are charging.

Q: How will we know where our Group is camping?

A: Each District will be allocated a plot within the camping area, appropriate to the number and size of Groups registered. Should you need to camp next to a particular group (e.g. mass-catering) then please let us know via registration@getincamp.co.uk.

Q: We have leaders bringing their children to camp. These children are not members of Scouting and are either too young or have chosen not to join. Can they join in any activities?

Children under 6 years of age at the date of the event must be supervised by parents and will be able to join in one or two activities, such as some of the inflatables, at no charge. Leaders children aged over 6 years at the date of the event must be registered and pay as a participant with a group, and can take part in the activities.

REGISTRATION

How can we be part of this?



We have a series of forms which will need to be completed and submitted to registration@getincamp.co.uk unless stated otherwise. Please adhere to the dates stated.

A detailed registration document guide can be found in our registration pack, on our website, along with all these forms and our Terms & Conditions: www.getincamp.co.uk/registration

Only **one form per Group** will be accepted, so Groups will need to decide who is going to be the *registration contact* for information from your Group. This person will receive all the documentation from the registrations team via email, along with the attendees event wristbands (distributed in April 2022) which will act as the 'ticket' to the event.

Form A: Initial Numbers

This form can be submitted twice.

- 1) By Friday 15th October 2021 to register your interest and initial numbers. It is **important** to be accurate with these numbers because they will inform the Event Team about how many activities and facilities to provide at the event.
- 2) Optionally, complete this form again by Friday 10th December 2021 to **increase** your numbers. This is also the date for deposit payments - if your group does not need to increase numbers then it is okay to just make payment; the form does not need to be used.

Form B1: Final Numbers

Complete this form for your Group and submit by 31st March 2022, along with final payments. If the group wishes to make adjustments during the 'Minor Numbers Increase' period (see next page for more) this form is used.

Form B2: Camp Merchandise

Merchandise, along with Form B2, will be released in Autumn 2021. To order, complete this form for your Group and submit, with payment, by 31st March 2022. Orders after this cannot be guaranteed.

Form C: Young People Permission Form

All young people on camp will need written permission to attend. Form C is a template which groups may use, if they wish, to send out to parents. Form C does not need to be returned to the event team unless Form E is relevant. Please note: if a group uses their own forms, they should check the right activity permissions are covered within those forms.

Form D: Health Information Form & Emergency Contact for Adults.

All adults attending camp are required to share their health & emergency contact information with their group camp leader. Form D is a template form which groups may use, if they wish, to collect information from their adults and hold within the group.

Form E: Medical Info for Camp Control

This form is for individuals of any age who have a medical condition that Camp Control and/or our medical team should be made aware of. Please submit forms by 24th April 2022. If a medical condition arises after this, please notify us as early as possible before the start of the event.

REGISTRATION

How can we be part of this?



Minor Numbers Increase: 18th-24th April 2022

Get In will have a one week "last chance" period where groups can **make a minor increase in their numbers**. This means anyone (such as those new to Scouting or new to the county) who expresses an interest in coming to Get In 2022 after the final numbers submissions can attend the event.

To register during this period, the Group registration contact needs to complete a second Form B1. This should show any extra participants (as numbers cannot be reduced) in the relevant field, followed by the new total in brackets. For example, for a Beaver colony travelling by coach, who previously registered 10 Beavers, but wishes to register two new participants, would write:

Final Numbers	*Cost Delete as appropriate	Beavers
Weekend Camper	£45 £40	+2 (12)

The completed form should be emailed to registration@getincamp.co.uk along with confirmation of payment.

Last Minute Helpers

Additional help will be accepted indefinitely. Anyone who signs up adult helpers or young leaders between 31st March 2022 and the event will not get a wristband delivered within the assignments to Group contacts by 17th April 2022. Instead, your **Group's registration contact** will need to visit the Event Reception on arrival and ask for "X additional wristbands".

Any person over 18 staying overnight (defined as being onsite between 11pm and 7am, sleeping or not) OR with unsupervised access to young people at any time will need to have followed the Scout Association Vetting process (which will include a DBS check) before the start of camp.

If any additional helpers need to bring a child with them, their child(ren) will be given a red NON-DBS wristband because they won't be able to take part in any activities. All responsibility will be on Groups to look after extra help & any children they bring, hence why the group registration contact will need to be the one to collect extra wristbands.

Nights Away Permit

Current POR means each DC is expecting to receive a Nights Away Notification from their respective Groups, which will include details of the Nights Away permit holder. **If a Group doesn't have one**, it just means they need to talk to their DC about arranging someone who does hold a permit to oversee/supervise your Group. This camp will be an ideal opportunity for leaders working towards their Nights Away permit to be assessed in planning and attending the camp. A template NAN form with event information already filled out will be available on our website (www.getincamp.co.uk) - look on the downloads page.

CAMPING @ GET IN



What will happen in our big empty field?

Facilities

Power: There won't be any power available on your camping pitches unless you provide a generator, which is allowed but must be turned off by 10pm and not restarted until 7am.

Drinking water will be available from hydrants located around the site. The water within toilet trailers is not for drinking, and is solely for washing of hands after using the toilet facilities.

Washing will need to be done using water collected from hydrants and taken back to camp, as the water from toilet trailers is not for drinking or brushing teeth or general washing.

Toilets will be plentiful enough so that any camping pitch shouldn't be any more than 150 metres away from a toilet. There will be steps available in the trailers for young people to stand on. The water within toilet trailers is only for hand washing and NOT for drinking or general washing. Main toilet trailers will be lit during the night. Please note there are no elsan disposal points thus elsan/portable toilets are not permitted for this event.

Private portaloos can be hired by groups for their personal use, arranged via our Registration team, to be located on their camping pitch. These will be at a cost of £90 each, and will be yours for the event. No servicing for these portaloos will be available, so once they are full they will be unusable. You can book these using Form A available from our website. Portaloos won't be lit during the night time (but main toilet trailers will be) so make sure you bring a torch!

Liquid disposal - there are no drains on site, so campers will need to construct 'wet pits'. Further guidance on where these wet pits must be located will be issued in an Event Manual update in 2022.

Catering: There will be no catering facilities provided for Groups or leaders by the event. Catering must be arranged by Groups and/or Districts.

Smoking area: There is a designated smoking area (away from populated areas) marked on the site map.

Lost Property: This will be held at the Event Reception during the event. After the event, photos will be posted on Facebook (www.facebook.com/getincamp) and held for a period of two weeks. Anything unclaimed after this time will be appropriately disposed of. Please remind your young people that *everything* must be named, and ideally include their Group too!

Rubbish and Recycling disposal: A priority of Get In is to be sustainable and to minimise our impact on the environment. We will be providing and favouring opportunities to recycle waste, and will share more information about how this will happen within an Event Manual update in 2022.

Caravans: Should you wish to bring a caravan to the event then please complete the caravan reservation form. Caravans will NOT be located within the camping area, a separate location on site will be allocated. All camp rules for the camping area will apply to the caravan area.

SAFETY AND SAFEGUARDING

Our #1 Priority



Specific Medical Conditions

If a young person or adult has a specific medical need please make the event team aware by completing Form E, found at www.getincamp.co.uk/registration

First Aid - Event Phone Number TBC

Each Group should ensure they have a suitable first aid kit readily available within their camping area. All activity zone leads will also ensure there is a first aid kit within the zone. All leaders should be first aid trained, minor first aid should be dealt with by the Group leaders.

A designated first aid team will be providing cover from a first aid post (location marked on the map) during the day to anyone who self presents, and an on-call system will operate throughout the night. The team will be made up of volunteers who are Pre-Hospital Health Care Professionals (such as Paramedics) and are happy to provide advice and assistance to any injuries or illness, and will deal with any serious incidents.

The first aid team can be contacted by visiting the first aid post, through event radio communication available at all activity zones and Event Reception/Camp Control, or by the event telephone number. **During the night the team will be "on call" through the event telephone number only.**

DBS Disclosures

Any person over 18 staying overnight (defined as being onsite between 11pm and 7am, sleeping or not) OR with unsupervised access to young people will need to have followed the Scout Association Vetting process (which will include a DBS check) before the start of camp.

As there is no specific Network programme all network members attending will be considered adult volunteers and should complete the vetting process as any other adult.

Harm to young people

If a young person is at immediate risk of significant harm, contact Event Reception. All leaders have a responsibility to make sure young people are safe. If you are concerned about a young person's safety and well being, or there is a concern, complaint or allegation about an adult or yourself please follow the procedure outlined on the Yellow/Orange Card. Similarly, if a young person makes a disclosure to you please follow the procedure on the Yellow/Orange card.

During Get In, the Event Reception will act as the first point of contact for all referrals.

SECTIONAL INFORMATION

How old do you think you are?



Beavers

Camping: Beavers are allowed to camp for the entire weekend, or to come as day visitors.

Getting on site: Beavers will need to carry most, if not all their kit, so please pack appropriately! There will be fellow Scouters on hand to lend assistance, as well as site vehicles and trailers.

Activities: There are only a few activities which have age restrictions. These exclusions will be decided on POR and specific safety guidance. It is recommended that Beavers be accompanied by a leader.

Cubs and Scouts

Cubs and Scouts may roam the activity zones without a leader if the Cub/Scout leader deems it appropriate. These leaders know their young people best, therefore if they feel it is appropriate for their young people not to be supervised in the activity zones that is fine. However they **must** be in groups and **not** on their own. It is suggested that leaders write a mobile number on the back of their participant's wristbands.

Explorers

Camping: Explorers will be camping within their respective Districts and not as a 'County section'.

Young Leaders: There is no expectation that Explorers will carry out young leader roles over the weekend. Explorers are expected to participate as youth members and take part in a full range of activities. However should they not wish to participate in activities and fulfill a leadership role there would be no camp fee. Note, they need to be registered appropriately on the Group's registration forms.

Network

There is no specific Network programme at Get In, however there are a number of ways for Network members to Get In-volved! This could be through a residential-type experience as event staff, weekend event/zone volunteers, or supporting their local groups. To join as part of the event team/zone staff, please email ask@getincamp.co.uk with your information and we'll connect you to the right people.

Day Visitors

Times: Day visitors times are TBC and will be released in a future issue of the Event Manual, in 2022.

Cost: Day visitors will be charged the day rate of £30 (£25 if travelling by coach). People camping one or two nights will be charged the full weekend £45 (£40 if travelling by coach).

Leaders

You're brilliant. That's all.

MEDIA

Smile for the camera!



With such a large event comes publicity and public interest. From official event photographers, to members taking the odd photo on their phone, these are the event guidelines to keep everyone safe.

When attending large events, there is an inherent risk that an individual or a group may feature in photos or videos. We will work as hard as we can to ensure that any protected individuals (for whom appearing in media may pose a safeguarding risk) do not feature in any event publicity, but cannot guarantee this. We have created a procedure that must be followed to enable this.

Groups with members who cannot have their image shared for safeguarding reasons should send a **recent** (to the last 30 days) **passport-style image** of that person to media@getincamp.co.uk. This must be completed in the month of **APRIL 2022** - no earlier, no later. These photos will be stored securely, and deleted 30 days after the event.

The specific style and timeframe of this image will ensure the media team has an accurate, non-stylised photograph to identify protected persons.

It may feel counterintuitive to take and send a photo of someone who cannot be photographed, but it is the only way our media team can double check images before distributing - as they cannot learn over 3000 names and faces.

Event Media

There will be a dedicated team of photographers and videographers around the site(s). They will be identifiable through an event lanyard which will be worn at all times. They will be recording images and video under the direction of the event team. **All** of their material will be taken back to a secure central computer and then their storage media wiped.

Before distributing any images the media team will then compare every photo and video against all the photos that have been sent in. If a child who cannot be photographed is found in an image or video the media team will delete and not use that material.

Within 30 days after the event, a complete check will be done of all images and videos taken. Any that feature protected people will be deleted. After this, the images of protected individuals will be deleted.

Leaders and Participants

Event attendees should only capture images or recordings that feature their own group/young people, providing they have the appropriate consent to do so.