

Get In 2026 Site Induction

On site Version – Including Build and Break – 25th April

Our induction process

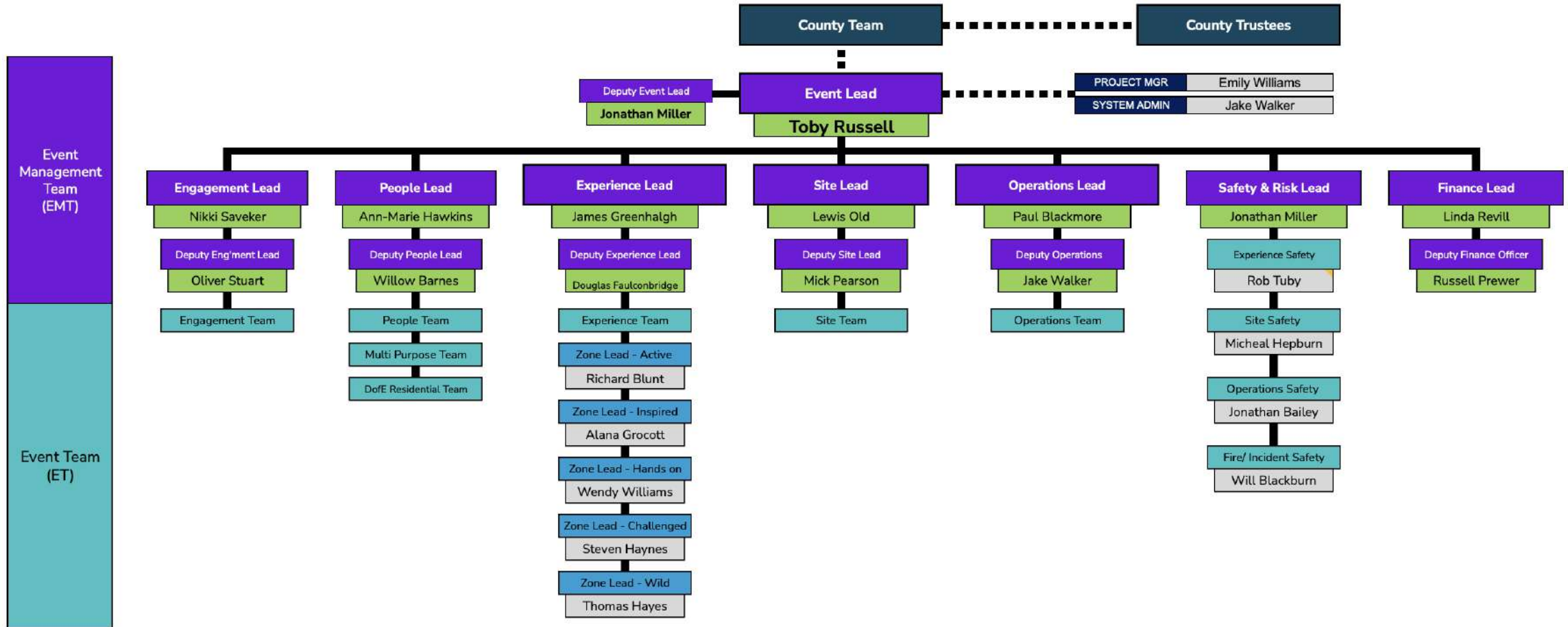
Please read the following slides or have them briefed to you by the event team

This induction includes:

- Basic event information, maps and timetable
- Access and Delivery information
- How we are managing build activities
- How to keep safe during build activities

After the induction please make sure to ask a member of the Event Management Team if you have any questions and to sign the induction register.

Our Event Management Team



Friday 1st May	
10:00	Site open for groups to continue set up - please do not arrive earlier than this time, as the site will not be ready to accept groups, and will be turned away.
17:00	Public vehicle freeze
18:00 - 20:00	Young people arrival wearing uniform
20:30 - 20:45	Travel to main arena (<i>uniform to be worn</i>)
20:45 - 21:30	Start time for Opening Ceremony & Firework Display <i>Uniform to be worn, return to campsite after</i>
23:00	Quiet time. Site & car parks locked. Call event phone number for access

Saturday 2nd May	
06:00	Site open for arriving volunteers
07:00	Quiet time ends
08:00 - 09:00	Day visitor arrival
09:00 - 09:30	Camp Plaza Energizer
09:30 - 11:30	Activity Session 1
11:30 - 12:45	LUNCH
12:45 - 14:45	Activity Session 2
14:45 - 15:30	BREAK
15:30 - 17:30	Activity Session 3
17:30 - 19:30	Day Visitors Depart
17:30 - 19:30	DINNER
19:30 - 21:00	Evening Activities
23:00	Quiet time. Site & car parks locked. Call event phone number for access

Sunday 3 rd May	
06:00	Site Open
07:00	Quiet time ends
09:00 - 09:30	Camp Plaza Energizer
09:30 - 11:30	Activity Session 4
11:30 - 12:45	LUNCH
11:30 - 12:45	Pack away camping equipment
12:45 - 14:45	Activity Session 5
14:45 - 15:15	Travel to Main Arena (<i>uniform worn</i>)
15:15 - 15:30	Closing Ceremony (<i>uniform worn</i>)
16:00 - 18:00	Young people depart
Approx 17:30	Public Vehicle freeze lifted
20:00	Site locked

Supporting the whole event

Across the event we will have key points where we need all hands.

These will include:

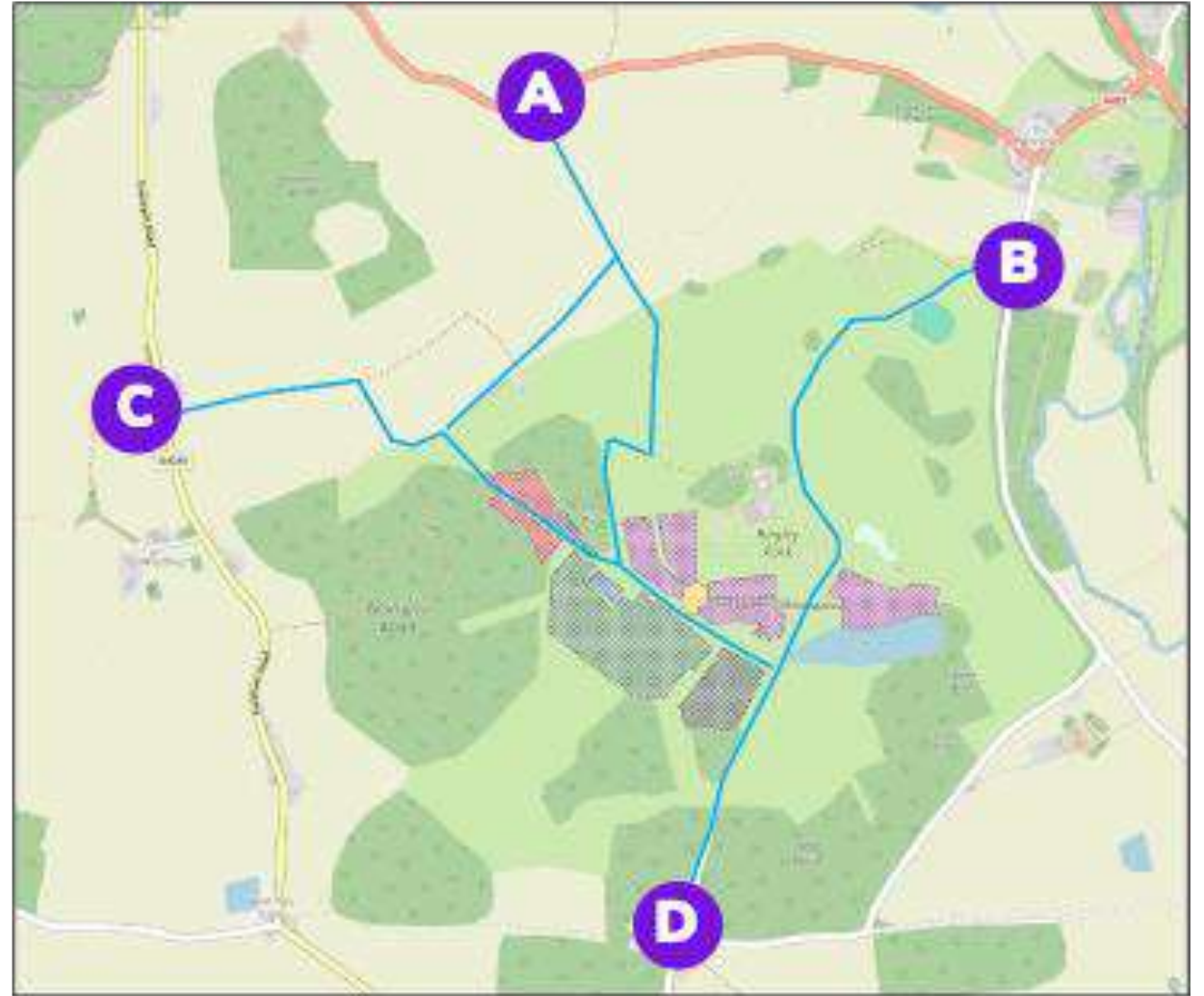
- Arrivals
- Ceremonies
- Saturday evening
- Departures



Please be prepared to be flexible to help our festival of scouting

Site Access

- Prior to Event Reception operating you must sign in and out at the site office—even if you plan to be off site for just 10 minutes.
- **Please use gate A to enter the site.** You may need to ring the event phone number for the gate to be opened



Parking

- Please enter via the RED entrance route
- Help us protect the event area and do not drive on activity and camping areas



ID and Wristbands

Wristband Colour	Attendee Type
Orange	Participants
Blue	Young Leader/U18 Event Team
Green	Leaders/Adults
Purply Pink	Event Team
Red	Contractors and External Providers



Event Team Members



Under 18 Event Team
(More on them later)

Hi Vis Vests – During Live Event Only

Event Team Hi-Vis

Used across teams to signify someone is 'on duty' in some operational capacity. Checked in and out of reception and **only to be worn when on duty.**



Activity Zone Leads



Traffic Marshalling



Event Manager



Please do not wear your favourite hi-vis and support our event wide approach

Build and Break

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Marking out of marquees	First Marquee Build	Deliveries Install of water pipes Site office opens (PM)	Deliveries continue Fencing Poles and posts	Electrics Lighting CCTV Gateways	Activity areas and signage (DofE Join us) Group set up (PM)
By invite only (Limited Access)	Site Team	Site Team	Site Team	Event Team	Event Team

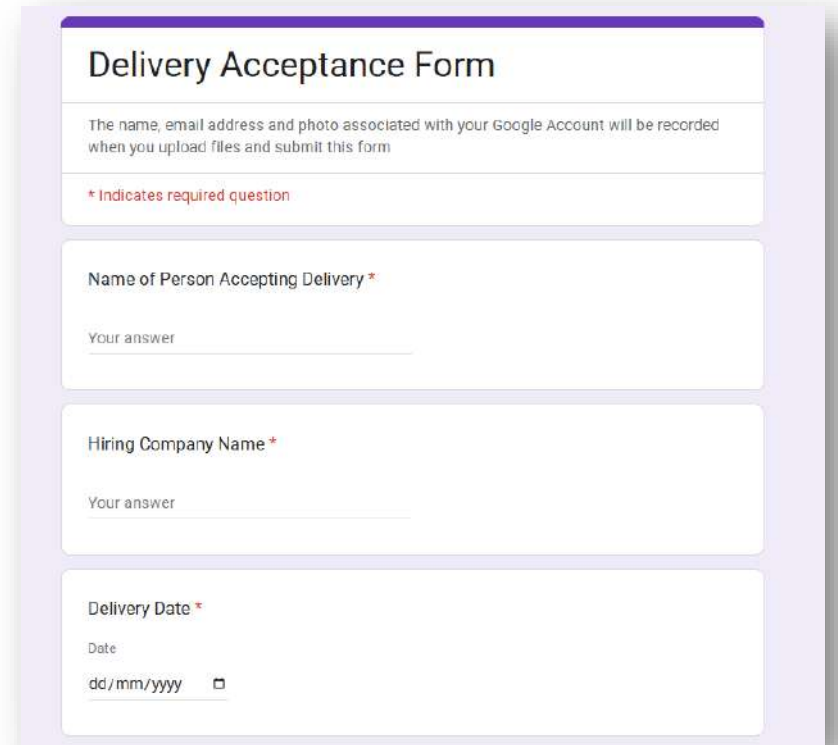
Build and Break

Friday	Saturday	Sunday	Monday	Tuesday
Stage, final bits and bobs	Live event	Live Event (AM) Activity Area cleared (PM)	Full take down	Collections
Event Team		Event Team	Event Team	Site Team

Managing Deliveries

- All deliveries must follow the coach traffic plan and enter via the red route and leave via the green carpark exit.
- All deliveries are to park in either the activity or plant delivery areas.
- At these areas the driver needs to call their site contact to arrange further instructions and to arrange to be walked to any specific location.

All Deliveries must be signed into site by the Area or Specialised lead (Power, Water Ect) via the online form before delivery can be accepted.



The image shows a screenshot of a web-based form titled "Delivery Acceptance Form". The form is set against a light purple background. At the top, there is a header with the title "Delivery Acceptance Form". Below the header, a small text box states: "The name, email address and photo associated with your Google Account will be recorded when you upload files and submit this form". A red asterisk icon is followed by the text "* Indicates required question". The form contains three main input sections: 1. "Name of Person Accepting Delivery *": A text input field with the placeholder text "Your answer". 2. "Hiring Company Name *": A text input field with the placeholder text "Your answer". 3. "Delivery Date *": A date input field with the placeholder text "Date" and a date format "dd/mm/yyyy" followed by a small square icon.

On site facilities (Prior to Wednesday Morning)

- **Toilet facilities** can be found within Lakeside Area next to the old Play Ground
- **Drinking Water** is available within the Site Office
- Basic catering facilities will be available (kettle etc)



On site facilities (From Wednesday Morning onwards)

- **Toilet facilities** can be found along the main site road.
- **Showers** are available
- **Drinking Water** is available within the event catering marquee
- **Pre-booked meals and hot drink refreshments** will be served from the event catering marquee adjacent to event reception. No other catering is available on site till Coffee Truck opens for drinks.
- **Event Team Camping** and External Provider/Contractor camping are separate locations. Please pitch your tents in line with the other tents.
- **Designated smoking areas** are signed on the site map



Remember your plates
and bowls etc!

Managing the build

- After every meal time we will hold a **site briefing** to share updates and allocate work.
- Every task will have a **leader in charge** and they will brief you with the specific requirements of each task. Including how to stay safe.
- The **Site Team Lead and Event Lead** will decide on task priority and working teams

If you require a task to be completed or any materials moved via telehandler you must log this with the Site Office. Please do not just ask those working on other tasks, so workload can be managed

The Leader in charge is responsible for..

- Ensuring there is a suitable risk assessment in place for the task
- Briefing any control measures to the team and checking understanding
- Managing the specific task and volunteers through to completion



Staying safe – the basics

- **Follow our scout values**– we all have a duty to keep each other safe and look after our wellbeing, this extends to cover any down time such as in the evenings.
- **Make sure you are comfortable with and understand the task you are being asked to complete.** If you are not able to help with that task or need further support please speak up so we can help you.
- **Do not use plant or equipment you have not been trained and authorised to use** - this includes all generators that are not to be touch other than by designated Site Team individuals.

Our Scout Values...
Integrity
Respect
Care
Belief
Cooperation

Risk Assessments

- All tasks must have a recorded risk assessment
- Contractors working to their own RAMS/ Risk assessments must submit these to the Site Team for review
- Basic tools can be used but please check those you lend them to are shown how to safely use
- The leader in charge of each task must ensure a sufficient risk assessment is in place.
- If control measures are amended this must be recorded and then passed on to the management team at the next available opportunity.
- If new risk assessments are **required contact the Safety Team for support.**

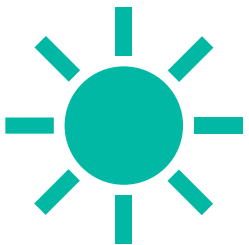
We are all responsible for our own and others safety. Make sure you are happy with the control measures and stop work to raise any concerns.



Basic PPE for all tasks:
Sturdy footwear
Gloves (can be provided)
Hi-vis vests (build and breakdown)
All other PPE is dependent on task specific risk assessment

Working outside

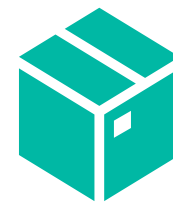
- Make sure to wear appropriate clothing for the weather.
- We may change tasks depending on weather conditions.
- Keep hydrated, keep drinking water throughout the day.
- Use sun cream in sunny conditions.
- Wear sturdy footwear and watch for trip hazards.



Manual Handling

- Check the weight of an item before attempting to lift it.
- Lift using your knees and not your back.
- Use gloves to aid grip and protect your hands.
- Ask for help with heavy or bulk items.

Don't just struggle!



Working at height

- Only Trained persons are to use MEWP
- Harnesses to be worn whilst working with access equipment (MEWP/ Man Basket)
- Ensure 3 points of contact whilst using ladders
- Ensure stable solid ground and appropriate for use.
- Ladders are to be footed
- Do not climb the last 4 rungs on a ladder



Vehicles/Plant – Drivers

- **Minimise vehicle movements** - check you really need to use a vehicle
- **Only use vehicles that you have the correct permission/licence to use**
- **Use the right vehicle for the job** – keep movements of bigger vehicles to a minimum
- **Keep to the designated roadways as much as possible** – follow vehicle routes and speed limits
- **Check your surroundings often** – know who is around your vehicle when driving

Event Vehicle usage and authorisation

Only drivers who have had licence details checked and signed off by event reception and completed the specific event vehicle induction are to drive event vehicles

Site Speed Limits within the event area and car parks

SLOW 10 mph on roadways
DEAD SLOW 5 mph around pedestrians

Vehicles – permitted movements

Activity Area Vehicle Freeze

A vehicle freeze will be in place from prior to the start of the first activity session of the day to the end of the last.

Zone Leads can authorise vehicles to remain parked for essential activity reasons.

Plans are in place for stage performers.



**FROZEN
VEHICLE**

THIS VEHICLE IS NOT TO BE MOVED

I confirm that this vehicle will not be moved until after the end of the last activity session of the day and I have been told it is safe to do so by a member of the Event Team. Activity Area Vehicle Freeze to be implemented by 08:45am each morning. The exact time the freeze ends will be communicated by the Event Team and depend on specific activity zone requirements.

I understand that moving this vehicle while the freeze is in place is a breach of the event rules and may pose a serious risk to the safety of participants.

In the event of an **emergency** requiring the vehicle to be moved, I will contact the Activity Zone Lead or Event Reception prior to attempting to move the vehicle.

Vehicle Registration: _____

Company: _____

Contact: _____

To be retained by the Event Team

Company: _____

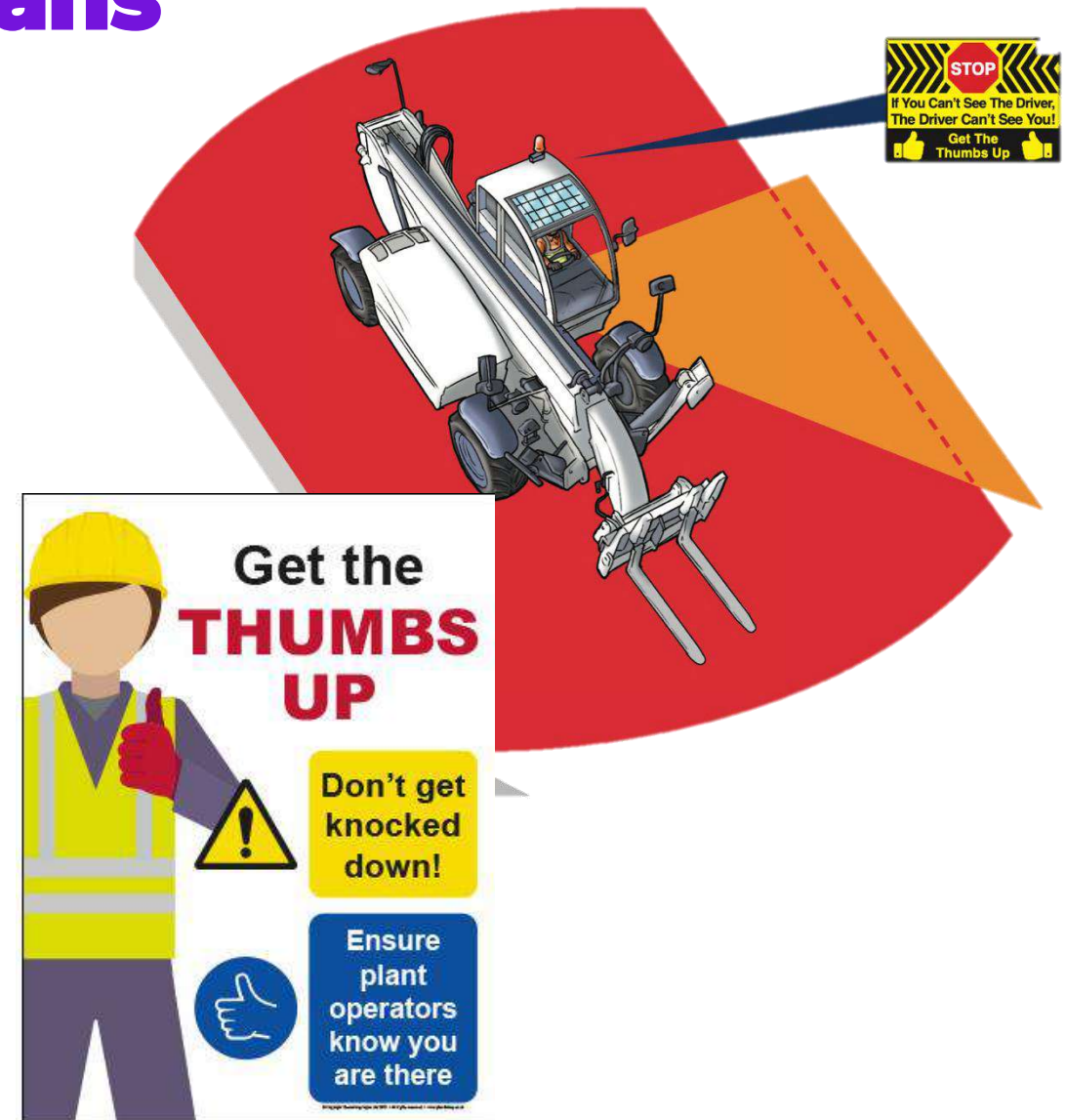
Vehicle Registration: _____

Contact Name: _____

Contact Number: _____

Vehicles/Plant – Pedestrians

- Keep off vehicle paths as much as possible
- Make sure to communicate with drivers around you - check that they know you are there
- Think about where you stand - some vehicles have big blind spots
- Wear hi-visibility clothing in areas with vehicle movements – think about being seen



Looking after yourself



- Making sure you enjoy your time on site is important
- It is ok to not be ok and need some time to look after your mental wellbeing.
- Space is available in the event catering marquee for you to take a break with drink facilities (from Wednesday afternoon)

It's good to talk so please speak up if you are not feeling well and take the time to ask how others are doing



We will be adopting the Sunflower Lanyard Scheme across the site.

U18s Event Team

- We are lucky to have some great under 18s helping as part of their DofE residential and wider event functions.
- Please support their volunteering experience but remember these are young people for Scout Rules
- An under 18s/ DofE Team Party Tent will give them a space to relax
- Any safeguarding concerns must be reported promptly to event reception.



**Do not be 1:1 situations with any U18s
Remember they will have yellow lanyards**

Safeguarding

- Keeping young people safe is everyone's responsibility.
- You must follow all of the Scouts safeguarding rules (the yellow card) at all times
- Any safeguarding concerns must be reported promptly to event reception.
- Across the live event we have a Safeguarding response team ready to support

Keeping Children and Young People Safe

All adults in Scouts follow our Code of Conduct

Safeguarding is everyone's responsibility. If in doubt, report it.

- Do** remember that you're a role model at all times, inside and outside of Scouts. You must set a good example for others to follow.
- Do** treat everyone with dignity and respect in line with the Scout Values.
- Do** treat all young people equally – don't show favouritism.
- Do** follow the adult-to-young people ratios at all times.
- Do** remember that you have been placed in a position of trust – don't abuse this trust.
- Do** report all safeguarding concerns directly to the Safeguarding Team as soon as possible, and always within 24 hours.
- Do** contact the Safeguarding Team if you receive details of any statutory agency, such as the police, the Local Authority Designated Officer (LADO) or children's services, involvement regarding a member.
- Do** remember that someone may misinterpret your actions.
- Do** respect children's and young people's right to personal privacy.
- Do** act within appropriate boundaries, even in difficult circumstances.
- Do** encourage an open and transparent culture, where people challenge or report behaviour that isn't in line with this code.
- Do** make everyone aware of our safeguarding arrangements. Share our Yellow Card with volunteers, parents and guardians, and display it where meetings take place.
- Do** create an environment where children and young people feel safe and able to voice their concerns.
- Do** have separate sleeping accommodation for young people and adults, as well as young leaders working with a younger section.
- Do** plan activities that involve more than one other person being present. If that's not possible, make sure other people can see and hear what's going on.
- Do not** plan to be alone with a child or young person in Scouts, either online or in person.
- Do not** drink alcohol when you are directly responsible for children and young people in Scouts. Never allow under 18s to drink alcohol on Scout activities.
- Do not** trivialise concerns or abuse.
- Do not** let concerns or abuse go unreported. Contact the Safeguarding Team, especially if you feel your concern hasn't been taken seriously.
- Do not** join in physical contact games with children and young people.
- Do not** overstep the boundaries with children and young people by being involved in friendships or personal relationships with them.
- Do not** allow activities that encourage bullying behaviour, including initiation ceremonies, dares or forfeits.
- Do not** use inappropriate, suggestive or threatening language, whether verbal, written or online.
- Do not** rely on your reputation or position to protect you.
- Do not** get involved with a safeguarding concern if you've a personal friendship or family connection with those involved. Step back and tell the Safeguarding Team about the connection.

If a child or young person is at immediate risk of harm, call **999** or **112** and ask for police. Tell the Safeguarding Team you've done this.

Young people

We want everyone in Scouts to be safe and happy. If an adult has made you feel bad or uncomfortable, either inside or outside of Scouts, please tell us and your parents or carer. We will listen to you and take you seriously.

Parents and carers

If you're worried about a child or young person, or if you've concerns about an adult involved in Scouts not following this Code of Conduct, please contact the Safeguarding Team.

If you're unsure what to do, or you're not sure if a report has been made to us regarding a concern, contact us.

• **Safeguarding Team**
+44(0)20 8433 7164
safeguarding@scouts.org.uk

• **NSPCC**
0800 800 5000
help@nspcc.org.uk

• **Childline**
0800 1111
Under 12? childline.org.uk/kids
Over 12? childline.org.uk



scouts.org.uk/safeguarding

Copyright © 2021 The Scout Association Registered Charity number: 800120020/000117. Last edited: 21st January 2024

Emergencies, Incidents & First Aid

- Report all emergencies and incidents to the nearest member of the Event Management Team, use a radio to contact Event Control or call the event phone number.
 - Remember to alert early, its best we know about all things in case they escalate
 - A first aid kit can be found within Site Office until full medical team are in place
 - Warwickshire Scouts Operates an online first aid book that is to be used for all Event Team issues.
- [Warwickshire Scout's Online Reporting Form](#)

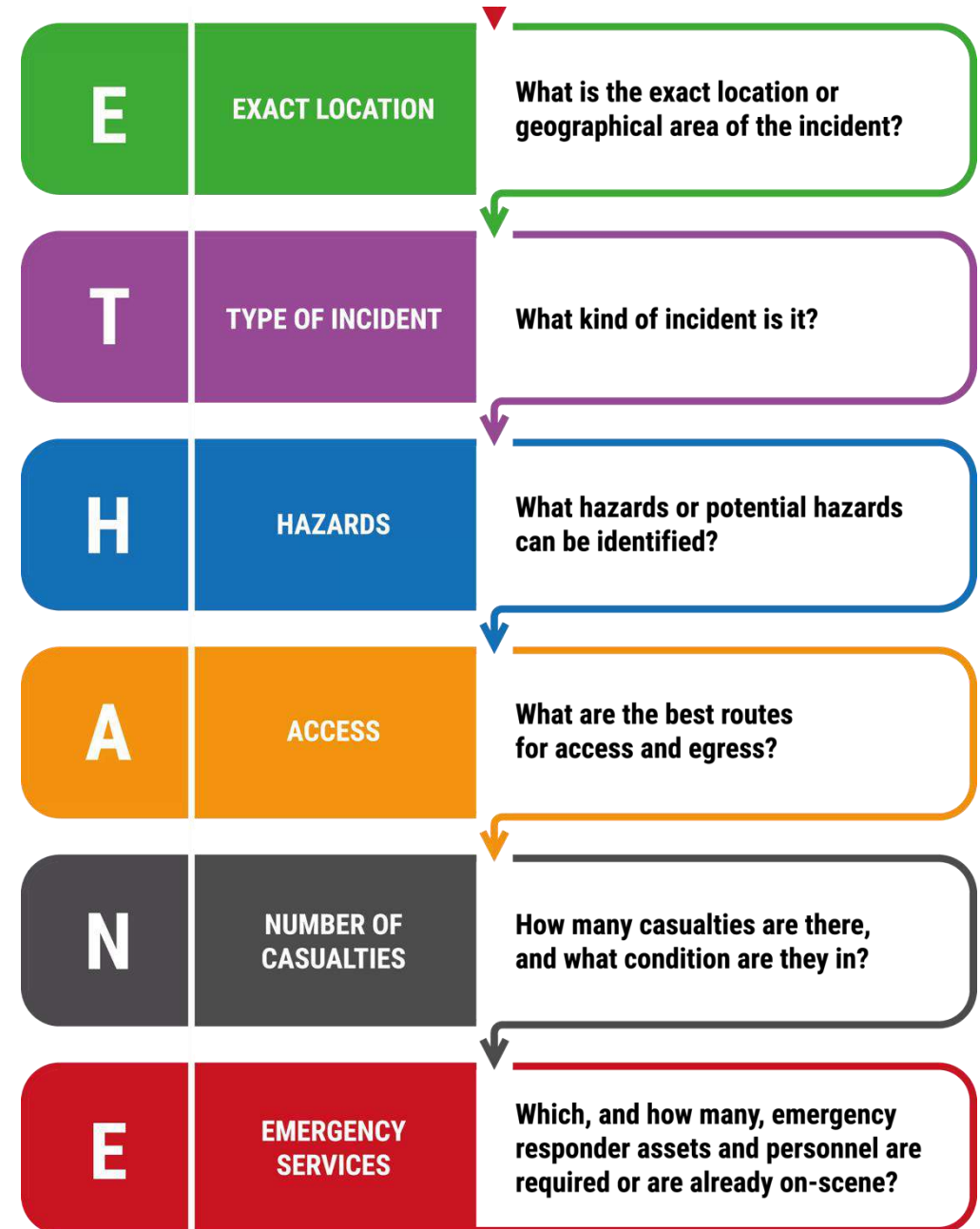


Event phone number
0300 3020 411



Sharing information

Help us get the right help to the right place quickly by giving clear structured information.



Event Help – Logging a ticket

The dashboard for 'Get In 2026 - LIVE' features a top navigation bar with a location pin icon, the text 'Get In 2026 - LIVE', and menu items for 'Dashboard', 'Tickets', and 'Assets'. On the right side of the navigation bar are links for 'Report' and 'Settings', a notification bell icon, and a user profile for 'Jon Miller'.

Get In 2026 - LIVE Dashboard

Tickets

1
1 In Progress
1 Closed

View Tickets →

Incident Insights

KPI
SLA Compliance
Team Performance

View Insights →

Assets

0
0 In Use
0 Damaged

View Assets →

Fire – Prevention & Action

A fire risk assessment has been created to comply with key legislative requirements (such as the Regulatory Reform (Fire Safety) Order 2005), industry best practice (The Purple Guide) and Scout's policy requirements.

Fire Action:

1. **Raise the alarm:** Alert those around you, to move away, use whistles or airhorns where available.
2. **Report the fire:** Find the nearest radio to call Event Control or call the Event Phone line: 0300 3020 411
3. **Evacuate the immediate area:** Support young people to evacuate as required
4. **Support wider evacuation:** Initial Assembly Points: Own Campsites & Camp Plaza, listen out for further instructions from Event Control
5. **Don't take risks,** only use fire extinguishers to aid escape or tackle very small fires.



The poster features a large blue exclamation mark icon at the top. Below it is a dark blue header with the text 'Fire Action' in white. Underneath is a white input field with the label 'You are in:'. The main body of the poster consists of five rows, each with an icon on the left and a text box on the right. The first row has a red megaphone icon and a blue box with the text 'Raise the alarm' and 'Alert those around you, to move away, use whistles or airhorns where available'. The second row has a red telephone handset icon and a blue box with the text 'Report the fire' and 'Find the nearest member of the Event Team or call the Event Phone line: 0300 3020 411'. The third row has a green running person icon and a blue box with the text 'Evacuate the immediate area' and 'Support young people to evacuate as required'. The fourth row has a green icon of two people with arrows pointing towards them and a blue box with the text 'Gather with your group' and 'Initial Assembly Points: Own Campsites & Camp Plaza, listen out for further instructions'. The fifth row has a red prohibition sign icon and a red box with the text 'Do not take any risks'.

Fire Action

You are in:

Raise the alarm
Alert those around you, to move away, use whistles or airhorns where available

Report the fire
Find the nearest member of the Event Team or call the Event Phone line: **0300 3020 411**

Evacuate the immediate area
Support young people to evacuate as required

Gather with your group
Initial Assembly Points: Own Campsites & Camp Plaza, listen out for further instructions

Do not take any risks

Security

- CCTV is use across the event
- Professional security support on site
- Responsibility for all of us to be proactive and report anything that does not look right
- Specific measures to reduce likelihood of an attack and harm from an attack will be in place

If someone is found with no event wristband please escort them to Event Reception or contact Event Control for support

Scouts
Warwickshire

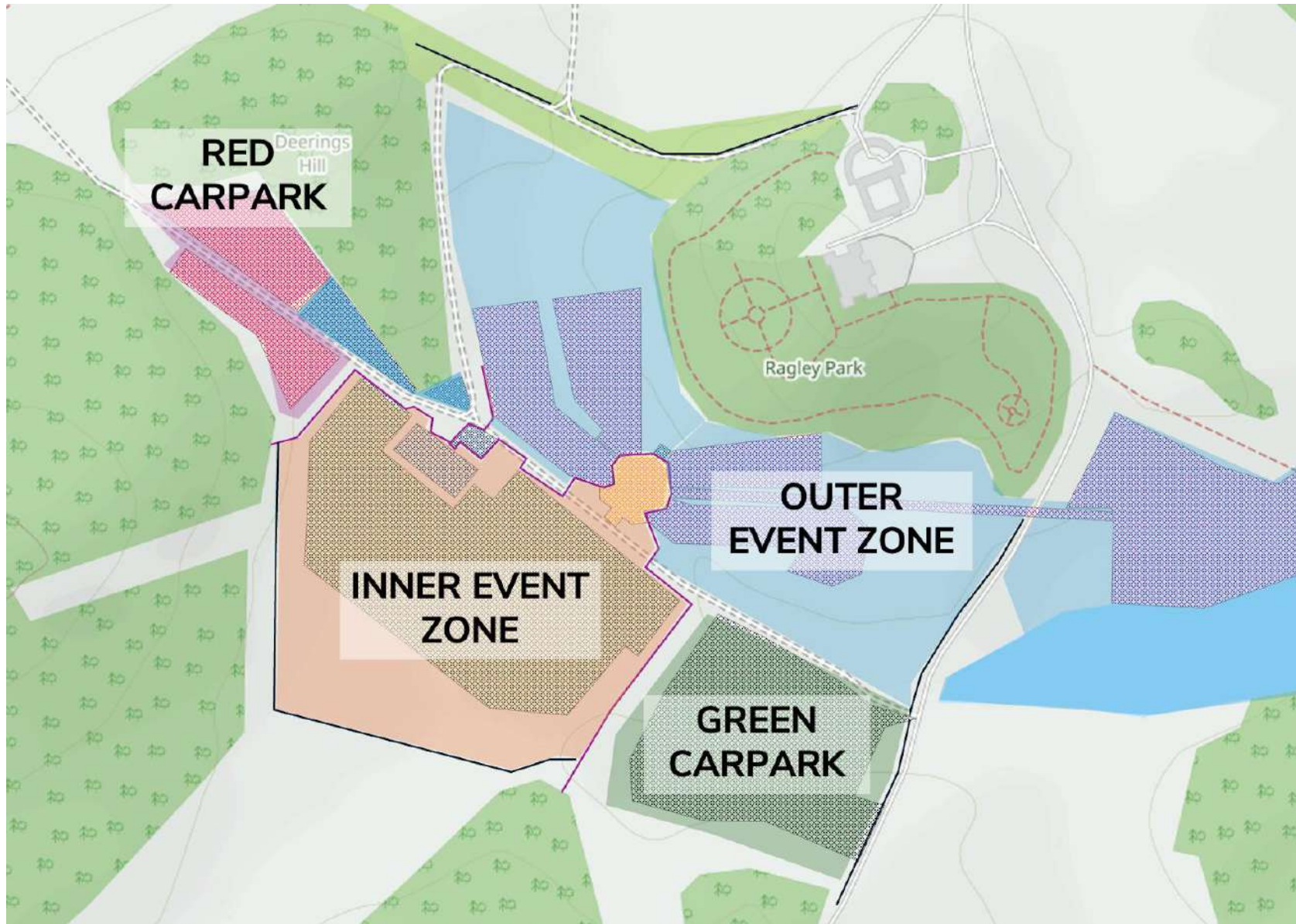
CCTV IN OPERATION
Across this Event



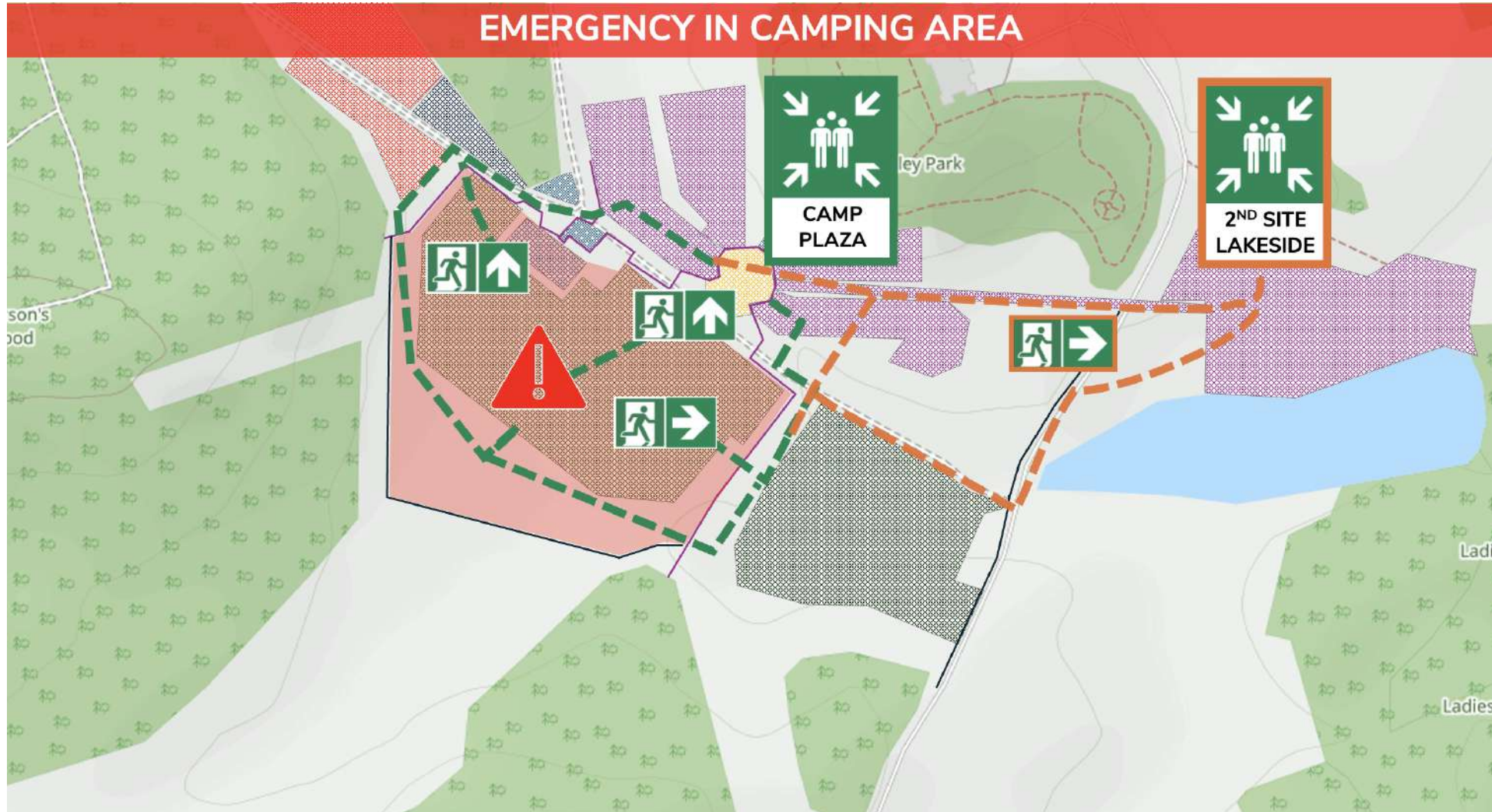
Recording in place to for the safety and security of all participants, volunteers, and visitors.

Operated by: Warwickshire Scouts
Contact: ask@getincamp.co.uk

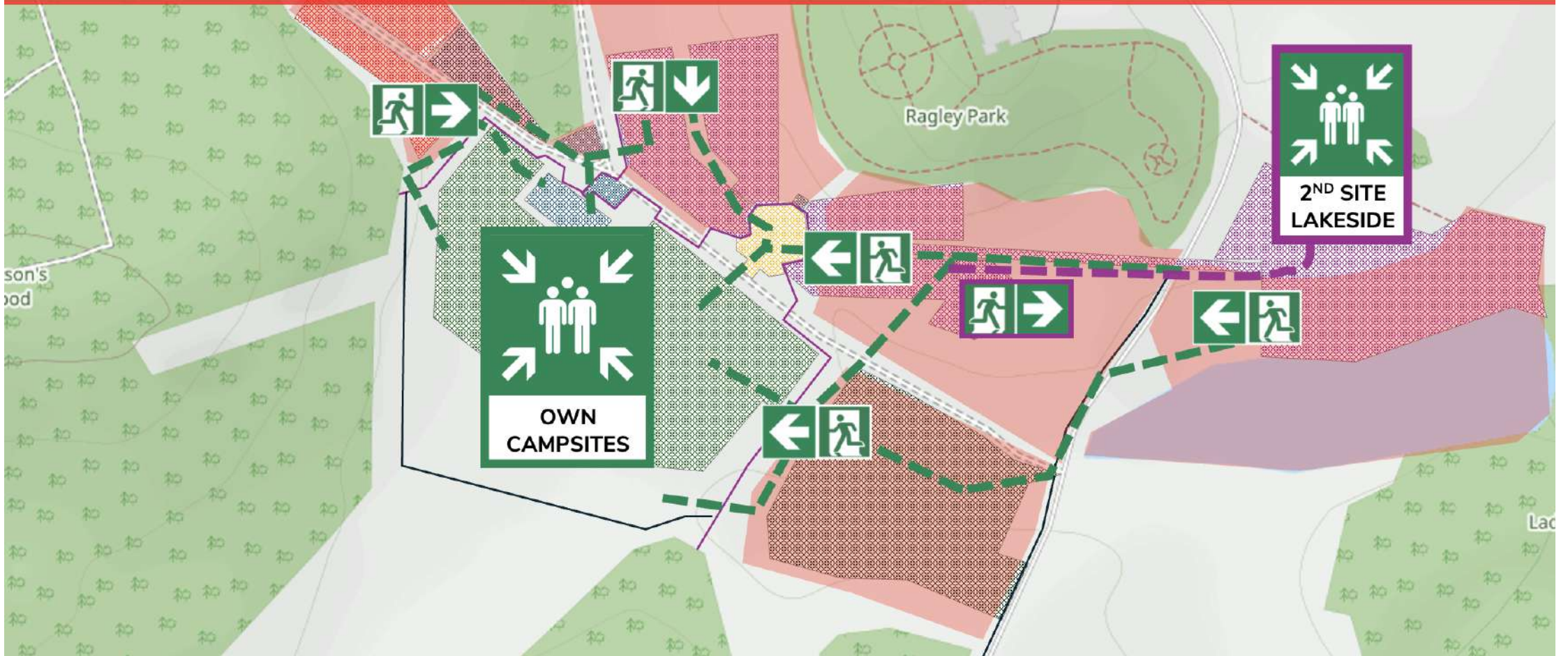
Access Zones



Evacuation / Emergency Muster



EMERGENCY IN OUTER EVENT ZONE



We all have authority to stop

Safety is everyone's responsibility at this event. If you feel something is unsafe, you are encouraged to stop the activity immediately — everyone has the authority to do so. Always report any safety concerns to your Team Leader or Event Control so they can be addressed quickly and safely.



Where to get help

- Event Reception will be open daily from Thursday afternoon onwards
- Check out the full Event Handbook and Event Team Guide
- Speak to your Team Leader or any member of the Event Management Team
- Please do not answer questions if you might know the answer to, always refer people on for support unless you do know the answer.



Remember...

- Follow our Scout Values at all times.
- To check who the leader in charge is for each task.
- To stop and ask questions if you are not sure on the task or safety controls.
- Speak up if you are physically or mentally unable to complete a task – this is ok!
- Don't answer questions if you don't know

Please make sure you now sign the site build induction register