



Camp Information and Group Leaders Responsibilities 2017

This year's Kairos team leaders are:

Matt Camp – Kairos Core Team and Site & Safety Team Leader

Rachael Ezra– Kairos Core Team and Admin Team Leader

Dan Holland – Kairos Core Team and Activity Team Leader

Catherine Hutton - Kairos Core Team and Ministry Team Leader

Greg Condon - Kairos Core Team

Andy Osenton – Village Team Leader

Sheila Spence & Pete Spence - Catering Team Leaders

Camp Information

Please read through this guide before Kairos, to help you get the most from the weekend.

Things to do before you arrive

- If cooking near tents, consider if you require a fire extinguisher or a fire blanket for camp (recommendation).
- Bring rubbish bags for your camp.
- Complete 2 copies of the “Safety Sheet” and bring them with you.
- Bring a copy of all parental consent forms with you.
- Read the Kairos Safeguarding Policy, Procedures and Guidelines for Good Practice and bring with you
- Ensure drivers and parents have the address of camp.
- If the weather looks good remind your campers and leaders to bring sun cream and a sun hat, if it looks bad remind them to bring coats and boots. Knowing the UK weather we suggest you do both!

Things to do on arrival:

- Check in on site and receive wristbands.
- Group leaders to hand ‘Safety Sheet’ to reception.
- Check no tents or ropes are out of boundaries and tents are no closer to each other than 3 meters (or they will be asked to be moved)
- All cars to be moved to the car park, as soon as possible and no later than 7.30pm.

Arrival & Setting up

Groups are welcome from 1pm. Copies of the programme will be handed out on arrival. Activities will be on site from 2pm and the Main Event starts at 7pm. Enter the site and follow stewards guidance, park up, check in and then you can drive into the field to drop stuff off and then take cars back into the main car park. With lots of young people and cars on site please drive carefully, observe the road signs and keep your speed to no more than 5mph.

Pack Down and Going Home

The Main Event is planned to finish at 12pm on the Monday. This should be the time given to parents who are collecting the young people from site. Vehicles will not be permitted on the camping field until this time. The site should be cleared by 2pm. If this is going to be a problem then please ensure you let us know.

Reception – Conservatory

We hope to have all the information you will need while at Kairos available at reception. The Kairos Team have access to the site radios and the tannoy system. Any accident or incidents should be reported to reception, where you can also request the First Aid team.

Reception opening times

Friday 1.00pm – 11.30pm

Saturday 7.00am – 11.30pm

Sunday 7.00am – 11.30pm

Monday 7.00am – 4.00pm

In an emergency outside these hours please ring Matt on 07947546587 Rachael on 07830126008

Health, Safety & Security

Our First Aid cover is being provided by trained volunteers and will be located in the reception. All leaders have a responsibility to contribute to the protection of the young people in your care and to others on camp. Should you spot anything or anyone that does not look right or is unsafe please ensure you report it to the Kairos Team at reception.

Everyone connected with Kairos will be given wristbands or ID badges and they should be worn at all times.

Safeguarding

Please bring with you the copy of Safeguarding Policy, Procedures and Guidelines for Good Practice sent to you prior to Kairos and follow this guidance at all times. A copy of this guidance will be available at Reception and it is also on the Kairos website. The Designated Person for safeguarding is Rachael Ezra, who can be contacted via reception or on her mobile – 07830126008. The Deputy Designated Person is Anita Burke, who can

be contacted via Reception. Any safeguarding concerns should be reported directly to Rachael or Anita.

Evacuation Procedure

Each group should appoint a Safety Officer for your group; they should take responsibility for the safety sheet. In the event of an evacuation, an announcement will be made. Your Safety Officer should take your safety sheet and take any in your group that are with you and assemble at the Muster assembly point (marked on the programme). The stewarding team will bring any young people taking part in an activity to the assembly point. Your safety officer should take a roll call of your group and report to a Village Chief Leader if there is anyone not accounted for.

You must not go back onto the campsite until the Village Chief Leader says it is safe.

Out of Bounds Areas

Some people live on site and we must respect their privacy. Campers should NOT explore buildings which are clearly not being used by Kairos. We would ask you to be respectful and not enter their area or use their facilities. Please see the site map to familiarise yourself with what areas are out of bounds.

Fire Safety

We provide fire buckets on the campsite and fire extinguishers in the indoor venues and marquees. These must not be tampered with or used for anything else but fighting fires.

BBQs and Hot Ashes - Any ashes or disposable BBQs must only be put into the bins once they have been cooled, as these may start a fire.

Site Tidiness

No one wants to walk around a dirty site so please ensure you keep your tent area tidy. The bins on site are for all rubbish and all catering / food waste should be put directly into these bins.

YOU MUST NOT PUT HOT ASHES OR BBQs INTO THE BINS AS THIS HAS BEEN KNOWN TO CAUSE FIRES. Do not put hot pans, BBQs or tip hot fat onto the grass, if dry this could cause a fire.

Please ensure your campers pick up any litter before they leave.

Water, Toilets and Showers

Drinking water is provided at the water points located in the camping area. Please use water wisely.

Those serving on Kairos Team have a separate toilet and shower block. The block for participants & their group leaders is in the main building. Group leaders please be aware that these are single-sex toilet and shower blocks and are used by participants and leaders across a wide age range and please ensure that your group members feel comfortable and safe when using them. Finally, there are toilets available for campers through the day and night when the main building is closed. These are situated next to the reception.

Photographs and video

We realise that part of the experience of camp is to take photos and videos of certain activities and moments in time. We are happy with this as long as it's done wisely and that the person/people are happy to be in the frame. We have a number of key people taking photos of general activities around camp but please note they will only ever be used publicly if the permission has been sort.

Spending Money and Valuables

We will have a café and tuck shop on site. As we cannot guarantee the security of money or valuables please advise your young people only to bring as much spending money as they need and to leave valuables at home. Leaders, if you are not going to be using your iPad ask yourself - do you need it with you? We do understand that it helps if leaders have their mobiles with them, but can you ensure they are switched to silent during the meetings.

Catering

There is a Café on site that will have its prices and opening times displayed for all to see. The menu is also on the website.

Group Leader Responsibilities

We want to make Kairos a safe, fun, relevant place for the young people in the North East. Please commit to the following points:

Be responsible

Kairos is NOT responsible for your youth group, YOU ARE. Please remember that you are your group's leader at all times while on camp; you need to be accountable and responsible.

You need to agree to:

- Read the site rules to your youth group and be prepared to enforce them.
- Camp WITH your group (and stay on site with them) - This means not only in the same field but in the same area so you can be found easily; your group need to know where your tent/caravan is please.
- Introduce yourself to your village leaders.
- Make yourself familiar with the location of reception, First Aid and village leaders.
- Don't be afraid to set some of your own group guidelines.
- After hour venues shut at 11.15pm can we please ask that people be in their own tents by 11.45pm and settling down by 12am.
- Encourage people to stay in groups of 2's and 3's after dark if going to the toilets.
- Make sure you have enough group leaders. All young people must attend with a group leader. The minimum ratio we recommend is 1 leader to 6 young people age under 18. However this is dependent upon the age, maturity, behaviour or individual needs of the young people you are bringing. It may be necessary for you to bring more leaders to ensure your young people are adequately supervised and their needs are met. If you are bringing a mixed group, then you will require both a male and female leader.
- If you are aware of anyone acting inappropriately or behaving aggressively, please speak to a Kairos team member.
- Please make sure you know the position of your nearest fire point.

Be a pastoral Youth leader

We desire for Kairos to be a place that can resource, encourage and give time for groups to grow together in their relationship with God during this time away. This weekend will be a unique time to build lasting friendships and really get to know one another. We have put time in the programme for you to invest in your group and you will receive a group leaders' study guide, please use this time. If you struggle to see this working please speak to Dan Holland or Rachael Ezra, we would love to help. Here are a few more ways you might want to make the most of your time together:

- Eating together.
- Going to main meetings together (try sitting in roughly the same place for each meeting so your group know where to find you)
- Get involved – why not get a team together for the football tournament or all go to a workshop together?
- Make sure you see everyone in your group at least once a day – be aware of how they're finding the event, especially for younger youth or those less used to encountering the Holy Spirit.
- Think about how you might follow up with the young people once you are home.

Youth Leaders- Some things to think about for yourself

Kairos can also be a great opportunity to be with others that serve and love young people. Kairos recognises that youth leaders are an integral part of the young people's relationship with God. We want your group to grow and learn together but we also want to resource and refresh you. Why not take the opportunity to connect with other youth leaders, share ideas over a coffee or get to know other groups from your area you could work with further after Kairos.

Site Rules

As Kairos we want to honour our groups and to make the site as safe as possible, to achieve this we need some rules for while on site at Kairos. Please read them and try your best to achieve them. We don't want to be saying good-bye to people before the end of the weekend.

- 1) All participants are, at all times, the responsibility of the group/youth leader they came with.
- 2) Strictly no drugs or drug paraphernalia on site - except for medical purposes. Anyone found in possession of drugs will be evicted from the site and refused further entry to the event. Furthermore, all drug-related incidents will be dealt with by Kairos Management Team and could be reported to the Police.
- 3) No alcohol allowed on site at all.
- 4) After arrival all vehicles must be moved to the designated car parks in order to comply with official Fire and Safety regulations. The only cars allowed on site during Kairos are emergency vehicles or those displaying a valid disabled badge.
- 5) Wristbands/Badges must be worn at all times - they are the only way to get into venues. There is a charge to replace lost wristbands/badges.
- 6) Smoking is not permitted inside buildings, marquees or individual tents. If you are going to smoke please do it in the designated area (site & safety team can point you in the right direction)
- 7) If Girls are pink and Boys are blue, please no purpling? No mixed tent/ caravan/ accommodation on site unless married or family group.
- 8) Young people must not leave site unless their leader has given permission for this and informed reception.
- 9) No speeding. When arriving/leaving the site please observe the 5mph speed limit. Please also note that driving lessons are not permitted on site.
- 10) Pets are not allowed on site - except guide dogs (on arrival owners and their guide dogs should pop into reception).
- 11) No crossing into any area that has been marked out of bounds.
- 12) There are strict guidelines relating to the use of generators on site. Please ask for more information at reception if you are planning to use one.
- 13) Kairos does not operate any holiday insurance or cancellation scheme, we strongly recommend that you contact your insurance broker if you require this

cover. Kairos cannot be held responsible for loss or damage to persons or personal property.

Guidelines for safety and wellbeing - A special note on sickness

Before heading to the event please make sure everyone in your group is well enough to attend. We know it can be really disappointing to miss out, but sickness can spread rapidly on a campsite so PLEASE don't bring anyone who is poorly.* Refunds are available but you'll need to provide a doctor's note to support your request.

Sickness on site

Please make sure you wash your hands often and ESPECIALLY after using the toilet and before eating. (Consider carrying a bottle of antibacterial gel in case you have a sudden craving for chips and gravy.) If anyone in your group falls ill* during the event then please keep them where they are, limit their contact with others and contact the First Aid team.

* Diarrhoea and/or vomiting and/or a temperature of 38°C or higher and/or other flu like symptoms