



Camp Information and Site Rules

This year's Kairos team leaders are:

Matt Camp – Event Leadership Team and Site & Safety Team Leader

Rachael Ezra– Event Leadership Team and Admin Team Leader

Catherine Hutton - Event Leadership Team & Ministry Team Leader

Dan Holland – Event Leadership Team & Activity Team Leader

Greg Condon- Event Leadership Team

Sheila Spence & Pete Spence - Catering Team Leaders

Dave Dixon - Tech Team Leader

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.
- 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 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 from 1pm:

- 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 the site team 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 – 1.00pm

In an emergency outside these hours please ring Matt on 07803246968 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. Any safeguarding concerns should be reported directly to Rachael.

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.

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 of 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 will be evicted from the site and refused future entry to the event. Furthermore, all drug-related incidents will be dealt with by Kairos Core Team and could be reported to the Police.

3) No alcohol allowed on site. Anyone found in possession will be evicted from the site and refused future entry to the event

4) After arrival, all vehicles must be moved to the designated car parks in order to comply with 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 or vaping is not permitted inside buildings, marquees or individual tents. If you are going to smoke or vape, please go to the designated area (site & safety team can point you in the right direction).

7) Sleeping accommodation arrangements while camping, must be suitable and safe for every member of your group.

8) Young people must not leave site unless their leader has given permission for this and has informed reception.

9 No speeding. When arriving/leaving the site please observe the 5mph speed limit.

10) Pets are not allowed on site - except guide dogs.

11) No crossing into any area that has been marked out of bounds.

12) The use of generators on site is not permitted. Mains electricity can be provided if arranged in advance of the event.

13) Kairos does not provide insurance cover for personal belongings, we strongly recommend that you contact your own 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 well-being **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.

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 contact the First Aid team.