



Pre-arrival information Pack:

Volume 4

Bold @ Bramhope 2023 – Bramhope Scout Campsite and Activity Centre

In the following pack you will find information on:

- Registering Your Unit
- Leaders Meeting
- Parking Permits
- Friday Night Activities
- Saturday & Sunday Activity Information and Timetables
- Camp clothing
- Incident Management

Registering Your Unit

On arrival to Camp, one leader from each unit or group must go to the Camp Administration Team based at the Ashton Centre and confirm the numbers on site. Each unit will then receive a pack which contains:-

- Lanyards for all camp participants that contain a location map for all the activities. The girls will also receive the friendship challenge to complete.
- A copy of the Saturday & Sunday Activity Information Pack that includes allocation to sub camps and timetables.
- Bold@Bramhope Camp badges

Leaders will be required to pick up blank coloured wristbands for girls that have:

- food allergies or other medical conditions which will affect activities
- they are unable to participate in specific activities or
- cannot have their photograph taken.

The colour coding is:

RED – Food Allergies & medical conditions

GREEN – Can't participate in specific Activities

YELLOW – No Photos

The wristbands will be blank and the leaders will need to write on them providing details of the unit, name and relevant information as to the food allergy / medical condition, activity they can't take part in or no photos.

Leaders Meeting

There will be a leaders' meeting at 9.00pm in the Ashton Building for one leader from each unit/group.

Car Parking

Car parking will be available, all drivers are requested to display a parking permit on their dashboard so that they can be contacted if required. A copy is provided in this pack.

Ice Packs

There will be a facility on site for you to freeze down/refreeze ice packs, please ensure that yours are easily identifiable!

Friday Night Activities

Friday night activities will be available between 7.30 and 10.00pm - when your group are ready. If you don't get chance to complete them, they can be done throughout the weekend but we would encourage all groups to do at least activity 3 so that everyone knows their way around the campsite in time for the main activity sessions.

Activity 1

Make and build your Gateway and decorate your campsite.

There will be a best dressed campsite competition. Get your creative hats on and think about how you could dress your site. This could include:

- Bunting
- A homemade banner
- A gateway (pioneering poles, or similar, creating a gateway to your site)
- Anything that makes your site stand out
- Something that links to your chosen inspirational woman

Judging of the gateways will occur on Saturday afternoon and the winner will be announced at the fairground sideshow session.



Activity 2



Start the Friendship Award, in particular start swapping your friendship bracelet cotton with other Guides. There will be a member of the camp team available on the Saturday lunch time in the Ashton Centre if you are struggling with the instructions.

Activity 3

Do the site orientation challenge.

Hunt the golden tent pegs!

With, or without the site map find as many golden tent pegs as you can. There will be something to answer and record at each peg. Check all the boundaries too! There will be pegs throughout the site for you to look for. Don't forget a torch if it is dark.

Saturday & Sunday Activity Information

Attached to this leaders' information is a separate information pack that details the activities available on site, the sub camps units/groups have been allocated to, and timetables for the activities. A hard copy of this information will also be provided in the leaders' pack.

The pack mentions what equipment is required for each activity such as t-shirts for the upcycling badge but also remember any badges that you may want to swap at the Fairground Sideshow event, it would be great to show the girls some camp blankets and encourage them to start their own.



To ensure that everyone has a fun and fulfilled weekend, leaders may be asked to run activity bases. Sign-up sheets will be available in the Admin Centre (Ashton Building).

The campfire and Zumba dance sessions will be on Saturday and Sunday nights so don't forget your bright clothes/face paints/glowsticks, as outlined previously in pack 2, for those two sessions.

Camp clothing

Orders, where postage has been paid, will be dispatched for delivery on Tuesday 23 May by DPD. You will need to ensure that someone is available to take delivery, or ensure you have named a safe place for it to be left.

If you have ordered camp clothing for collection this will be available to pick up from The Trefoil Centre during the following times:

Tuesday 23 May 10am–3pm, and 8pm–9pm

Wednesday 24 May 10am – 3pm

If you are unable to make these times your clothing will be available on the Friday of camp. Please collect from the Ashton Centre.

Incident Management Plan for Group Leaders

Please familiarise yourself with the following plan. It is designed to be simple and pragmatic, allowing us to manage and control any incident in a professional and controlled manner.

Please remember that such plans are important as when an incident happens there is an immediate increase in the stress levels of the leaders who must continue with their responsibilities to participants not directly involved with the incident as well as controlling the incident.

Key Personnel:

County Commissioner	Louise Flynn	
Camp Leader	Carol Bennett	07803 218754
First Aid Provision	Jane Bunyan	07305 162828
Service Team	Claire Kilburn	
External Activities Lead	Heather Dowling	
On site Activities Lead	Anne Esslemont	
Hospitality	Lynne Baum	

PLEASE NOTE THAT DURING THE DAY CONTACT CAN ALWAYS BE MADE VIA THE CAMP ADMIN AREA

AT NIGHT CONTACT CAN BE MADE AT THE IDENTIFIED TENTS (EXPLAINED AT THE LEADERS MEETING)

Minor Incident of sickness or injury requiring basic first aid

1. Ensure that the casualty is being appropriately treated.
2. Decide if it is appropriate to advise parent/guardian of the incident.
3. Advise camp management of the incident so that it can be appropriately recorded.

IF YOU REQUIRE HELP OR ADVICE ABOUT A MINOR INCIDENT PLEASE CONTACT THE CAMP FIRST AIDER

More serious minor incident requiring assistance

1. Ensure that the casualty is being appropriately treated and cared for by a responsible adult.
2. Seek assistance from the Camp Management team or Camp First Aider
3. The Camp Management Team or Camp First Aider will take control of the incident once they are on the scene.
4. Remove other young people from the immediate vicinity of the incident
5. Liaise with the Camp Management team regarding reporting and contacting parents/guardians.

Serious Incident requiring professional medical assistance for one or small number of participants

1. In the event of an incident requiring emergency services contact a member of the Camp Management Team immediately, clearly explain the requirements and allow them to call the emergency services.

If the incident (in your opinion) clearly and immediately requires the assistance of the emergency services, then dial 999 and inform them of the location of the campsite

Bramhope Scout Campsite & Activity Centre

Occupation Lane

Bramhope

Leeds, LS16 9HR

Immediately dispatch a responsible person to advise the Camp Management Team who will arrange for the emergency services to be met and escorted onto site.

2. The Camp Management Team member or Camp First Aider will take control of the incident once they are on the scene. They will
 - a. Identify the lead first aider
 - b. Request other people to be removed from the scene
 - c. Seek assistance to reassure and counsel other participants
 - d. Ensure the emergency services have clear access to the casualty
 - e. Ensure all other participants are in a safe area
 - f. Arrange for parent/guardians to be contacted
3. Once the casualty has been evacuated/stabilised, liaise with the Camp Management Team about appropriate reporting and further action.

Major Incident involving a large number of participants

In the event of a major incident involving multiple participants the Camp Leader will take control of the situation. The Camp Leader will arrange the attendance of all appropriate Emergency Services.

In the event that the site needs to be evacuated you will be informed of the decision and directed to assist with the controlled removal of all uninjured participants to our designated evacuation area. (This will be dependent on the location and severity of the incident).

First Aid

First aid and medical provision on camp is for emergency situations and serious injuries. As with all camps each group should have a first aid kit and be able to deal with simple things themselves, .i.e. cuts, grazes, bumps and scalds or burns

Camp First Aid Provision will be based in the Ashton Centre

Participants who should go home from camp

There are some medical conditions which are highly contagious and participants must be collected from camp in these situations. These include:-

- Coronavirus
- Impetigo
- Conjunctivitis
- Diarrhoea and vomiting
- Infectious diseases (measles, chicken pox etc)

If a young person is departing from camp for a medical reason, please inform the admin team based in the Ashton Centre. This will allow us to identify outbreaks of infectious conditions and implement an action plan. If a participant goes down with

diarrhoea and vomiting please ask them to use a specific toilet and inform camp HQ so that the toilet can be identified and receive a deep clean following their departure.

Fire

Each group should have fire prevention equipment close to where there is a potential source of a fire such as their cooking area. This should consist of a small fire extinguisher or fire blanket and buckets filled with water.

In the event of a fire requiring assistance

1. Seek assistance from the Camp Management Team
2. The Camp Management Team will inform the Camp Warden
3. The Camp Management Team will take control of the incident once they are on the scene
4. Remove the young people from the immediate vicinity of the incident
5. The Camp Management Team will liaise with the Camp Warden and will contact the emergency services if professional assistance is required

Adverse Weather Conditions

The Camp Management Team will monitor the weather conditions during the camp and will advise if extreme weather is forecast and implement an action plan.