



Gilwell 24 2018: Information for returning leaders

Welcome...

We are looking forward to welcoming you to Gilwell 24. This information sheet has been prepared for those leaders who have been to our event before, and aims to highlight any changes from previous years or very important information. Please read carefully through the information below to enable your young people to have a great event.

Can you help us?

Each year we have small groups who attend with only a few young people or only one leader. Often they tell us that the event can seem a bit big and they find it hard to find people to hang out with. Could your group “adopt” or support a small group? This could mean a bit of pre-event communication, having them camp alongside you or just sharing a cuppa! If you are interested in helping us with this, please let us know with an email to gilwell24@scouts.org.uk with the subject “adopt a small group”.

Arrivals

For Health and Safety reasons we discourage people from arriving before 14:00 on Friday, however, you can set up your camp the day before (18:00 to 20:00 on Thursday evening). All groups will be allocated to a field on arrival (including early arrivals on Thursday) and fields will be opened in a phased manner. This means that if you are regular attendee of Gilwell 24 you may not be able to camp on the field you normally do, depending on your arrival time. Please inform us in advance if you will arrive after midnight on Friday or before 07:00 on Saturday via email to gilwell24@scouts.org.uk at least one week prior to the event.

Please ensure that all vehicles coming to site follow the directions on the map below and have a completed vehicle pass (see below) on display, otherwise entry onto site will be delayed. Please distribute the 'Information for all drivers' pack to all members of your party.

Shuttles

A shuttle bus will operate between the off-site car parks and the main site (from Chingford Station on demand only). Shuttle buses will operate from 14.00 on Friday at regular intervals. This will be running continuously on Friday evening, early Saturday morning and Sunday morning then on demand at all other times. If you think you may arrive between 23.00 on Friday evening and 07.00 Saturday please contact us on gilwell24@scouts.org.uk at least one week prior to the event so we can facilitate your arrival. When the shuttles are not in continuous mode, you may request a shuttle bus by texting BUS and your name and location to 0749 4477543.

Coaches



If you are arriving by coach, specific arrangements exist, please see the 'Information for coach drivers' and pass it on to your coach driver. Please note: We do not have the space to park coaches for the duration of the weekend.

Traffic management and drop off

As in previous years, we have implemented a one-way traffic system for arrival and departure and off-site car parking during the event. If you want to familiarise yourself with that system again, please see our 'Information for all drivers' pack.

If members of your group are arriving individually, please ensure that you have given each individual a copy of the 'Information for parents/guardians' and/or 'Information for leaders' pack and your booking reference. Where appropriate, please ensure you give parents a contact telephone number for yourself. Please also encourage your group to share lifts in order to cut down on traffic to and from the site or off-site parking points.

For your departure, please note that if you camp on Essex Chase, you won't be able to leave the site before the end of activities. Unfortunately it will not be possible for vehicles to collect their own camping equipment from Essex Chase, though this may be permitted from other fields – please check with the Kit Run Coordinator for specific arrangements for kit runs and vehicle access.

Registration and reception

The event reception is located in the Jack Petchey Lodge and is clearly sign-posted. The event reception will be open from 14:00 – 23:00 on Friday and Saturday morning from 7:30 – 10:00. Where possible, please register before pitching your camp. Outside of these times reception will be located in the Scout Adventures Reception from 9:00 each day.

To assist with smooth running, we ask that only a single representative books your group in. To register you will need your booking confirmation and either cash, cheque or card to pay for a maximum of three additional people (cheques should be made payable to 'The Scout Association'). Please ensure that you have completed all guest details online prior to your arrival. If you have any questions, please contact us on gilwell24@scouts.org.uk. Please note that refunds cannot be given for lower numbers of attendees as activities will have been arranged for the numbers booked

On arrival you will be issued with a pack containing ID cards and lanyards, participant t-shirts, tickets for meals and merchandise (if ordered), and other useful information. Please ensure the correct person is wearing the correct ID card and lanyard. Please note that after the cut-off date in early June, only a limited number and sizes of t-shirts will be available to book online. T-shirts for participants you added on the day may be available after 11.00 on the Saturday from the Info Point, these are subject to availability. Please ensure the correct person is wearing the correct ID. For security purposes, during the event we will be checking IDs, so please ensure that your young people are wearing them at all times.



Clothing and badges that have been ordered must be collected on presentation of your tickets in the Jack Petchey Lodge on arrival as leftover stock will be sold in the Providore after 3pm on Saturday afternoon.

Safeguarding

An information pack for further information regarding safeguarding will be sent out closer to the event and made available on our website. If you have any questions, please contact us on gilwell24@scouts.org.uk

Activities and permission forms

Some evening activities will run on Friday evening from 21:00 for those who arrive early. Please encourage your young people to be in the camping area and quiet by midnight. We reserve the right to ask young people or groups to be taken off site if this causes problems.

The main activities start at 9:15 on Saturday morning after the opening ceremony at 9:00. Further detailed information will be on the website and in the app before the event. We finish with a closing ceremony from 8:45 – 9:15 on Sunday morning.

Certain activities require parental permission in order to participate and permission forms must be signed by the parent or guardian. These permission forms will be available on our website closer to the event. Some activities may run at an off- site location - if your young people are on one of these activities, they must be at the shuttle bus stop no later than 30 minutes before the activity. Please note that some of those activities require sign up in advance.

The Leaders Zone will move to Branchet Lodge this year.

Security

There is no formal security teams at Gilwell Park. For this reason, we supply lanyards and name badges to everyone on site to ensure we can easily identify who should, and more importantly, should not be there. Please keep your lanyard visible at all times, and show it to anyone who asks. Everyone is entitled to check, so please remember to be friendly if you are asked.

The land is private property, with public access roads and footpaths on the borders and many entrances and access points. All adults should be vigilant and make known to the Centre Management anybody who appears not to be part of the camp. We suggest the following points for your own safety:

- Do not leave valuables unattended in tents
- Ensure you can be seen by other groups on site
- Ensure you inform the other groups around you if you are leaving your pitch unattended



Camping Space Good Practice

To ensure that everybody has a pleasant stay please abide by these campsite guidelines:

- Please be respectful of campers around you and observe good camping standards.
- Do not walk through other campers sites, please use a gateway if one is erected.
- Please be respectful of religions, faiths and beliefs followed by other guests.
- Please do not wash any dishes in the toilet blocks; this should be done on individual campsites or at the washing up areas.
- All damages must be reported to a member of staff.
- Please use the bins provided around site. Please help us to keep our site 'litter free'.

Fire Precautions

Each Group Leader has a duty of care to their group, we strongly advise each Group Leader to review their Fire Risk Assessment and bring with them suitable firefighting equipment, fire extinguishers and fire blankets as appropriate. You can reduce the risk by following precautions:

- **Please note: Due to the nature of the event, open fires and BBQs are not allowed in the camping fields.**
- Portable camping cookers i.e. stoves with any type of gas cartridge must not be changed inside tents or close to naked lights.
- Portable stoves which use liquid fuel must not be used inside tents.
- All propane or gas bottles should be kept externally outside camp kitchen tents.
- No gas bottles or liquid fuels should be changed near to any type of naked lights/flames or stoves already alight.
- Any type of cooking appliance should be placed a suitable distance away from any canvas.
- Any type of gas pipe should be checked regularly for leaks and regulators are working correctly.
- The areas around the tents should be clear of any combustible materials.
- All gas bottles should be turned off at night by the valve on top of the actual bottle.
- Smoking is not allowed in any tents.
- Do not store hot gas Barbecues inside tents; please ensure they have cooled down and are cold before storing them inside tents.

Generators

Generators are permitted to be used between 07:00 and 22:30. Please be responsible and make sure these are turned off outside of these hours and are positioned to reduce as much noise and fume contamination as possible. Each group is responsible to ensure their fuel containers are stored safely. Small quantities (maximum 5 litres) of paraffin or petrol or diesel may be stored in a suitable non flammable liquid container; stored in a metal box capable of holding the contents of the non-flammable liquid container in the event of leakage or spillage and ventilated to prevent a build-up of fumes. Please ensure a fire extinguisher is located next to all generators



Important Information

Please make all members of your group aware of the following:

First aid will be available throughout the weekend - the location is marked on all maps and clearly signposted

In the event of an incident or accident

- Immediately inform a member of staff. They will initiate the appropriate procedures.
- Follow directions issued by staff.
- All calls for emergency services should go through Scout Adventures reception, except where a delay would be life threatening.

Discovery of fire

- Raise the alarm by ringing the fire bell and warn people in the vicinity.
- For a small fire, try to control it using fire buckets or an appropriate extinguisher until help arrives. Do not put yourself at risk. If in doubt, leave it alone. Evacuate your area immediately and report to the closest assembly point. These are located outside the Lid, opposite the White House and on Wilson Way.

Site Emergency Evacuation Alarm

- The evacuation alarm is a single pitch siren. Evacuate the area immediately, and go to the emergency evacuation point. These are situated at the bottom of the Quick or on the far side of Branchet Field.

And finally...

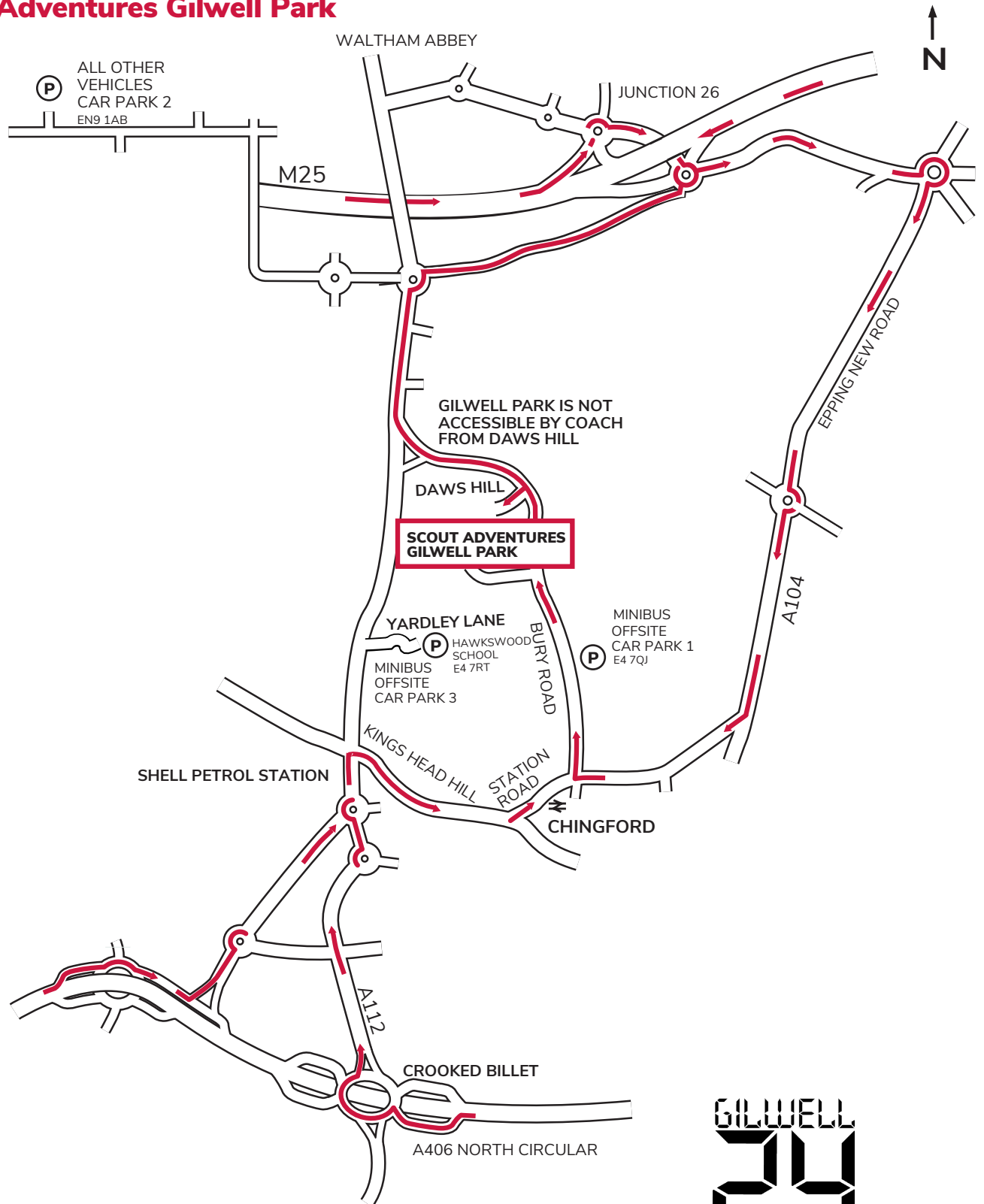
Please take time to talk to us during the weekend and let us know your opinions on any aspect of the event. If you encounter anything that requires our attention, please let us know immediately.

For further information before the event keep checking the website gilwell24.scouts.org.uk or email gilwell24@scouts.org.uk. Follow us on Twitter @Gilwell24 or like us on Facebook @Gilwell24.

Many thanks,

The Gilwell 24 Event Team

Directions to Scout Adventures Gilwell Park



From Junction 26 of the M25 – Eastbound

1. At first roundabout, take 3rd exit for the A121
2. At second roundabout, take 1st exit onto A121 (Westbound M25 from here)
3. At third roundabout take 4th exit onto Epping New Road
4. Turn right onto Rangers Road
5. Turn right onto Bury Road
6. Turn right onto Gilwell Lane

Please note: Not all directions are suitable for coaches.
Please contact the centre for advice.

GILWELL
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Scout 
Adventures
Gilwell Park

Bury Road
Chingford
London
E4 7QW

Tel: 0208 498 5444



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DROP-OFF

VEHICLE PASS

PASS HOLDER NAME:

VEHICLE REGISTRATION:

ONSITE MOBILE CONTACT NUMBER:

This pass entitles the vehicle to be on site for 15 mins for the purpose of dropping off people or kit. This pass must be visibly displayed in the vehicle windscreen whilst on our site.



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EVENT PARKING - WEEKEND VEHICLE PASS

PASS HOLDER NAME:

VEHICLE REGISTRATION:

ONSITE MOBILE CONTACT NUMBER:

This pass entitles the vehicle to be parked in the event parking (off-site).

This pass must be visibly displayed in the vehicle windscreen.