

Camp Checklist

The following list has been created by the Members Safeguarding Review Group and includes best practice in planning a camp or residential.



At the start of camp planning:

- Consider venue accessibility and how you will be inclusive of all members in your group
- Consider cost and affordability
- Research and agree on transport arrangements
- Agree camp office holders and their responsibility (Camp Co-ordinator, Programme Co-ordinator, KP, Camp Safeguarding Officer, First Aiders)
- Carry out a pre-visit to site, check out access, toilets, water, phone signal, wifi, power supply, possible risks etc.
- Insurance implications to be checked e.g. adventurous activities, overseas travel insurance
- Consider training needs and arrange staying safe training for all adults

In the term before camp:

- Write and share a risk assessment for the camp
- Cover expectations at an adults meeting before camp (particularly if sharing with another District), including the need for collective responsibility of all children
- Explore with young people their role as young leaders on camp e.g. shadowing key camp roles, clan leaders, leading elements of the programme
- Produce a kit list for those attending camp
- Design programme – Is it age appropriate? Do you have the right equipment?
- Need to know the children and families attending the camp and take into consideration their support needs, experience, diet, cultural considerations and any other issues
- Gather local information e.g. Doctors, A&E, Dentist, food providers

A month before camp:

- Consent and medical information collected for all
- Make a camp agreement with your group covering bedtimes, clan duties, behaviour, alcohol and sanctions
- Host a meeting for all parents/carers about camp expectations
- Make sure you have appropriate ratios of adults to children
- Clarify sleeping arrangements, remembering to be trans inclusive
- Ensure all adults are full members of Woodcraft Folk and have a current DBS
- Review First Aid provision, including checking First Aid boxes and making plans for medication on camp
- Design menu
- Agree clans and a clan rota

In the week before camp:

- Check weather forecast and amend plans as necessary
- Final dormitory/tent allocation
- Working party to arrive on site to set up camp (necessary for big camps)
- Final check on dietary requirements, access needs, medication, allergies
- Review risk assessment
- Consent and respecting each other workshop for all campers
- Agree a dry (non-alcohol) rota, ensuring enough leaders are available to deal with emergencies at any time
- Confirm food orders

When arriving on site:

- Remind members of the group agreement
- Share risks with the group and give clear instructions on boundaries
- Remind members who is the Camp Co-ordinator, First Aider, KP, Safeguarding Officer
- Inform members how the Camp Co-ordinator will communicate with the group and how they can share concerns and what to do if problems arise

To be done at your convenience:

- Walk any planned walk before leading the group down the wrong path!

In camp planning you might find the following resources useful:

- Have a Good Weekend – A guide to planning a weekend away with your group <http://woodcraft.org.uk/resources/have-good-weekend-guide>
- Food, Food, Food – A recipe book and KP guide <http://woodcraft.org.uk/resources/food-food-camping-cookbook>
- KP Guide - Written by members in Coventry, this is a guide to catering on camp <http://woodcraft.org.uk/resources/kp-guide>
- Big Camp Guide – Written by the SE region, as the title suggests this is a guide to organising a big camp <http://woodcraft.org.uk/bigcamp>
- The Anarchist Teapot – A guide to mass catering <http://www.eco-action.org/teapot/guide%20to%20mass%20catering.pdf>

You might also find the following webinars useful:

<http://woodcraft.org.uk/playing-outdoor-safely-webinar-nightwalk>
<http://woodcraft.org.uk/playing-outdoor-safely-webinar-riverside-activities>
<http://woodcraft.org.uk/playing-outdoor-safely-webinar-foraging>
<http://woodcraft.org.uk/playing-outdoor-safely-webinar-fire-lighting>