

# St Catherine's Parents' Association Summer Camp

Dudsbury Guide Camp

174 Christchurch Road, West Parley, Ferndown BH22 8SS

**29<sup>th</sup> June to 1<sup>st</sup> July 2018**

## Volunteer Information Pack



### ADULT VOLUNTEER ROLES

An outline of each role is given below for your information. However, any adult may be asked to assist with a different job if the need arises. Please show willing and help when it is needed!

Volunteers should work in pairs when dealing with children, especially at night.

### GENERAL

Whichever role you take on, we all share responsibility for the following:

- Ⓢ Children must stay within bounds. All adults should keep an eye on those areas designated Out of Bounds and if you find a child Out of Bounds please return them to their team leaders/parents immediately. The children will be warned at the beginning of camp that if they are found Out of Bounds they will be sent home.
- Ⓢ Children must be supervised at all times during the day and night. Adults on duty must stay with the children until the next adults arrive, even if they are late for their shift;
- Ⓢ Children are to be with the main group at the appointed place, at the appointed time, ie no wandering off from the teams;
- Ⓢ Children need to behave appropriately around tents, equipment and campfire, eg no running in and out of the tents or around the campfire; and
- Ⓢ Noise levels need to be kept at a reasonable level at all times.

## **TEAM LEADERS**

The primary objective of the Team Leaders is to keep the children safe and to enable them to work happily and effectively as a team. THE REAL SUCCESS IS IN THE TEAM WORK, NOT IN THE WINNING.

Team leaders will lead their teams in various activities during the weekend, such as shelter building in the woods, treasure hunt, song preparation, sports etc. You will need good reserves of patience and a definite sense of humour. Each team will have at least one male and one female leader and typically six to eight children. You will not be given a team which contains your own child.

## **CATERING**

The Catering Team handles cooking and kitchen clean-up all weekend (except the BBQ). Team spirit and a sense of humour are vital.

(NB Campers – adults and children – are responsible for washing up their own plates. etc)

This year's Catering Coordinator is Katrina Keeling.

## **HOUSE CAPTAINS**

House Captains will be responsible for the children who are sleeping indoors, from bedtime until the Team Leaders take over after breakfast. You will need to settle the children at night (teeth cleaning etc) and keep them (reasonably) quiet after 9.30pm.

House Captains will be on call during the night in case a child needs attention. You will have a bedroom near the dormitory and will not be expected to stay awake all night.

In the morning you will need to supervise the children until breakfast is ready and throughout breakfast. After breakfast, you should organise tidying of the dormitories before handing the children over to Team Leaders for the day's activities.

You will need to be ready on Saturday afternoon following the water fight to prevent wet children entering the House and Chalet and to help them to find their dry clothes.

At the end of Camp you will be responsible for cleaning and tidying the dormitory and bathroom facilities ready for inspection by the Dudson Warden.

## **TENT MONITORS**

Tent Monitors are responsible for the children who are sleeping in tents. You will need to settle the children at bedtime (teeth cleaning etc) and keep them (reasonably) quiet after 9.30pm. You are expected to remain by the tents until Night Watch takes over at 11pm.

You should be back at the tents by 7am when Night Watch finishes – by this time the children will be very much up and about, so Tent Monitors will need to supervise them until breakfast is ready and throughout breakfast. After breakfast, Tent Monitors need to organise tidying of the tents before handing the children over to Team Leaders for the day's activities.

Tent Monitors will also be on duty on Saturday afternoon following the water fight to prevent wet children entering the tents and to help them to find their dry clothes.

## **NIGHT WATCH**

Night Watch will be on duty from 11pm to 7am. If we can get enough volunteers for Night Watch, we will split this into two shifts : 11pm to 3am and 3m to 7am. Each shift will have at least one male and one female on duty.

Night Watch is responsible for identifying any problems in the tents overnight. For example, a child may be taken ill, or be unable to settle.

You will be based outdoors, where you are able to hear the children, and may need to patrol around the children's tents. There will be access to the kitchen for coffee making!

## **FIRST AID**

We would like to identify two or three adults with up to date First Aid certificates. First Aiders can have other roles such as Team Leader, but are just on call in case of need.

## **PHOTOGRAPHER**

The Camp photographer(s) will take photographs and/or videos of the children during the weekend and will be responsible after Camp for producing a CD which can be copied for distribution.

## **BBQ**

Families are invited for the Saturday evening BBQ. The BBQ team will need to check over the BBQs during the Saturday morning. Then they will light the BBQs, cook and serve the BBQ food and clean up afterwards. (The Catering Team will prepare salads and desserts.)

## **CAMPFIRE**

The Campfire team needs to light and tend the campfire on both evenings and ensure safety around the fire. At the end of the evening, the Campfire team is responsible for making sure that the fire is properly extinguished.

## **CAMPFIRE SONGS**

The Campfire Songs team needs to lead about 30 minutes of campfire songs each evening. We need two or three people to play guitars and someone with a loud voice to lead the singing. We have music and song sheets from previous years and a couple of rehearsals can probably be arranged before Camp.

## **SPORTS / GAMES / CRYSTAL MAZE ASSISTANTS**

You will be responsible for setting up the equipment, explaining the rules to the teams and running the events. For example, the Crystal Maze involves several activities, each of which is manned by one or two assistants who show the children how to complete the task and ensure fair play.

After the events, you will need to clear away and neatly store the games equipment.

## **TRANSPORT & SET UP**

We need the use of a van and driver to transport equipment from school to Camp on the Friday morning, and back on the Sunday afternoon. One or two assistants will also be needed to load/unload.

## **REGISTRATION**

We need helpers for registration to tick off the children as they arrive at Camp, hand out name stickers and let them know which teams and tents they are in.

## **CLEAN UP**

You will be responsible for keeping the indoor facilities clean during the weekend, mainly bathrooms/toilets and dining room.

The clean up team will also need to stay behind for half an hour at the end of Camp to do whatever needs to be done, such as tidying dormitories, sweeping floors and wiping basins. The Camp Warden will inspect the facilities before we vacate.

House Captains are automatically part of the Clean Up team.

## ESSENTIAL KIT LIST

NB All items to be marked with your child's name. **Please check the weather forecast in the days leading up to Camp and pack clothing accordingly.**

- Ⓢ Cakes, biscuits or energy bars – individually wrapped please – to be handed into the Kitchen at registration and will be shared out during the weekend;
- Ⓢ Essential medicines – please label clearly if they need to be stored in the fridge;
- Ⓢ Sun hat, protective cream and insect repellent;
- Ⓢ For tent – mattress, warm sleeping bag, pillow and Teddy;
- Ⓢ For dormitory – sleeping bag or sheet and quilt, pillow and Teddy;
- Ⓢ Nightclothes – warm if sleeping in tent (summer nights can be cold);
- Ⓢ Change of underwear – at least 3 pairs of socks as feet may get wet and/or muddy;
- Ⓢ 2 complete changes of clothing;
- Ⓢ Waterproof jacket with hood (cagoule or similar);
- Ⓢ Wellington boots;
- Ⓢ Sensible shoes or trainers for walking and a spare pair (shoes may get wet during water fight);
- Ⓢ Towel and washing kit, toothbrush and toothpaste;
- Ⓢ Plastic dinner plate, cereal bowl, mug, knife, fork, spoon and a tea towel in a shoe bag. (Please NO carrier bags: they all look the same, get broken and items misplaced.) Please name clearly;
- Ⓢ Small torch;
- Ⓢ Folding picnic chair (clearly named);
- Ⓢ Empty squeeze bottle for water fight (no water pistols);
- Ⓢ Plastic bag for wet clothes after water fight;
- Ⓢ Gloves for tug of war.

All items have been included for good reason. Please ensure your child comes fully equipped.

Please do not allow the children to bring electronic games, iPods or mobile phones.

Remember adults need kit too!