

SCAREFEST

Scarefest 2019: Information for Group Leaders

Prepare to be scared...

We are looking forward to welcoming you to at Scout Adventures Gilwell Park. Whether you are new to the event or have been before, please read carefully through the information below to make sure your arrival, time at the event and departure is as smooth as possible.

Arrival

Gilwell Park is situated approximately 5 minutes from Chingford and 10 minutes from the M25 J26. It is very important that you follow the traffic route on the access map below, as otherwise you may get stuck on narrow roads, block access to the site or suffer damage to your vehicle. Once on site, we would kindly ask you to follow all instructions given by the Traffic Management Team. We want to do manage the traffic on site in a safe manner so please bear with us as this might cause minor delays or waiting times.

Please ensure that your parking permit is completed and displayed behind your windshield at any time in all vehicles on site. This will allow our Traffic Management Team to contact you in case of an emergency.

For Friday Arrivals:

You will be able to arrive on Friday from 16:00. A one-way traffic system will be in operation, so please follow the instructions of the Traffic Management Team. Vehicles will be parked on Branchet Field as directed by the Traffic Management Team and a member of the Camping Space Team will allocate your camping space upon arrival. Camping will be located on Branchet Field and Woodlands.

Please be aware that especially in the afternoon The Scouts staff will leave the site through the main driveway. The majority of our participants will arrive on Friday afternoon. We would ask you to drive attentively within the speed limit of 5mph on site and to give way to The Scouts staff, participants and their leaders if possible.

If your group has any special needs with regards to their camping location, please ensure you contact us before the 29th September using the details at the end of this pack. We may not be able to accommodate your needs otherwise.

Friday evening activities start at 20:00. Please make sure your group is registered at the event reception before taking part in any activities.



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For Saturday Arrivals:

You will be able to arrive on Saturday from 8:30. A one-way traffic system will be in operation and please follow the instructions of the Traffic Management Team and Camping Space Team. Camping will be located on Branchet Field and Woodlands, with Mallinson's being used when these fields are full. We would ask you to drive attentively within the speed limit of 5mph on site and to give way to The Scouts staff, participants and their leaders if possible.

Activities for Saturday Arrivals will start from 10:00. Please make sure your group is registered at the event reception before taking part in any activities.

Drop off

If your group members are arriving individually, please ensure that you have given each individual a copy of the Parent/Guardian Information Pack and the Information for all drivers, downloadable from www.scarefest.org.uk.

There will be a designated meeting point at the end of the drop-off parking area, please communicate the meeting point to all members of your group. Where appropriate please ensure you give parents a contact telephone number for yourself. The group must be checked in by the leader/helper holding the booking reference; parents cannot check in their children individually. Please also encourage your group to share lifts in order to cut down on traffic to and from site.

Arriving by Train

If you plan to arrive by train, the nearest station is Chingford and we will be operating a shuttle bus on demand. Please send a text with your name to our Traffic Management Team 07494 477543 at least 30 minutes in advance.

Coaches

If you are arriving by coach, specific arrangements exist. Please download a copy of the Coach Drivers' Information Pack from www.scarefest.org.uk and make sure you give a copy to your driver.



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Once on site...

Registration and reception

The Event Reception is located in the Jack Petchey Lodge on Branchet Field and will be clearly sign posted. Please register before pitching your camp. The event reception will be open at the following times (After this time, arrivals can register at the Scout Adventures Reception (The Farm))

Friday 16:00 – 23:00
Saturday 8:30 – 11:00

Please note the following points to help make your check in as smooth as possible:

- To assist with smooth running, we ask that only a single representative books your group in
- To register you will need your booking reference and any money owed on your booking or to add a maximum of three addition people. Cheques should be made payable to 'The Scout Association'.
- On arrival you will be issued with ID cards and lanyards, tickets for meals and merchandise (if pre-ordered), and other useful information.
- All pre-ordered merchandise must be picked up on arrival.

Please note that refunds cannot be given for lower numbers of attendees as activities have been arranged for the numbers booked. Please ensure the correct person is wearing the correct ID and lanyard at all times.

Activities and permission forms

Activities will run on a 'queue and do' basis. Some of the most popular activities may be limited to avoid excessive queues and disappointment. Certain activities require parental permission in order to participate and permission forms (attached) must be signed by the parent or guardian.

Friday evening activities will run between 20:00 and 23:00. Activities will take place around the Essex Chase, Lid & Camp Square. Friday evening activities include:

Pumpkin Carving (Camp Square) 20:00 – 21:30
Campfire (Large Campfire Circle) 20:30 – 21:30
Dodgems (Lid car Park) 20:00 – 21:30
Scout Radio (Camp Square) 20:00 – 21:30
Cinema (Lid) 21:30 – 23:00



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Saturday day activities will run between 10:00 and 17:00 and may include a range of onsite activities such as Archery, Freefall and 3G Swing, face painting, dodgems, caving, laser quest, etc. Saturday evening activities, such as many of our onsite activities, halloween games and mazes, will run between 18:30 and 22:15 and will be followed by the Firework Show at 22:30 finishing around 23:00. On Sunday morning, some activities will again be open from 10:00 until the event comes to a close at 13.00. A full list of activities and timings will be available at the Event Reception when you register*.

To get ready for the weekend, we will create an Activity Map, where you will be able to see where each activity is located and the times they are running. The Activity Map will be shared with you closer to the event and also published on our website. Make sure you bring

Leaders are able to participate in the activities if there is a minimal queue time. There will also be a free self- service tea and coffee station for Leaders/Helpers.

Please note: Rifle shooting will be offered as an activity on Saturday evening; laser activities will be available all weekend. To take part in the activities, participants must bring the completed Activity Permission Form (below).

* Activities and timings are subject to change and weather dependent

First Aid

First aid will be available throughout the event. The First Aid location is marked on our event map and will be sign posted at the event.

Merchandise

Additional event merchandise won't be available at the event. We suggest that you pre-order merchandise by the 23th September as we can't guarantee the availability of items and sizes.

Catering

Pre-booked meals will be available in the tepee in Camp Square and will be available at the following times:

Saturday breakfast 7:30 – 9:30
Saturday lunch 11:30 – 14:00
Saturday dinner 17:00 – 20:00
Sunday breakfast 7:30 – 9:30

No food or drink will be available in the tepee unless you have pre-booked. Chubby's is located in Camp Square and offers a range of hot and cold drinks and a variety of light snacks.



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Departures

Vehicles will not be permitted to drive across the field but car parking will be located next to the camping area, so loading and exiting the site should be a straightforward process. There is no rush to leave the site and there will be activities running until 13.00. A one-way system will again be in operation and exiting the site will be from the main gate. Collections will work in the same way as drop offs from the Branchet Field car park.

Please follow all instructions given by the Traffic Management Team. We want to do manage the departure on site in a safe manner so please bear with us as this might cause minor delays or waiting times.

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 scarefest@scouts.org.uk

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



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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:

- 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



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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.

Additional information

Mobile phone reception at Gilwell Park can be variable and therefore you should bear this in mind when using a mobile phone as a contact number. Please ensure your phone is charged and switched on at all times. For further information regarding the event please keep checking the website and social media.

Please take time to talk to us during the event and let us know your opinions on any aspect of the event. The Gilwell Park Staff and Service Team want you to have the best weekend you possibly can. If you encounter anything that requires our attention, please let us know immediately so that we can sort it out for you there and then.



SCAREFEST

Contact information

Website: www.scarefest.org.uk

Email: scarefest@scouts.org.uk

Telephone: 020 8498 5305

Facebook: www.facebook.com/scarefest

Twitter: www.twitter.com/ScarefestUK

Thank you again for your booking.

We hope you have a fantastic time and we look forward to hearing your feedback after the event.

Date for your diary - Scarefest 2020, 30th October – 1st November 2020.



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Parental Consent Form – Activities

Young Person Name	
Young Person DOB	
Young Person Age	

I give permission for the above named participant to take part in the following activities:

- Air rifle shooting*
- Air pistol shooting*
- Laser/Quest games

***Air rifle and pistol shooting** are regulated by law, and requires permission from a parent or guardian for anyone under the age of 18. Please read the declaration below before signing this permission slip.

An extract from The Firearms Act 1968 (Section 21)

'Section 21 Prohibits the possession of a firearm and ammunition (under any circumstances), by any person who has been convicted of a crime and sentenced to a term of imprisonment (or its equivalent for young persons) of 3 months or more. The prohibition applies in all circumstances, including handling and firing at an approved shooting club or at a clay pigeon shoot where a certificate is not ordinarily required. It also applies to the possession or use of other categories of firearms and ammunition such as AIRGUNS or shot gun cartridges for which a certificate is not needed.'

'A sentence of 3 months to 3 years attracts a 5 year prohibition, shorter ones no prohibition but a longer one means a life ban.'

Parent/Guardian Permission and Declaration Form

I, being the parent/guardian of the person named below declare that he/she is not subject to restriction by virtue of the regulations set out in Section 21 of the Firearms Act 1968.

I hereby give my permission for him/her to take part in the above mentioned activities, under qualified supervision.

Parent/Guardian Name	
Address	
Signature	





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WEEKEND PARKING PERMIT

Please display this parking permit in the windscreen of your vehicle on entry to Scout
Adventures Gilwell Park for the duration of your stay

NAME:

BOOKING REFERENCE NUMBER:

CONTACT MOBILE NUMBER:





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DROP OFF PARKING PERMIT

Please display this parking permit in the windscreen of your vehicle on entry to Scout Adventures Gilwell Park for the duration of your stay

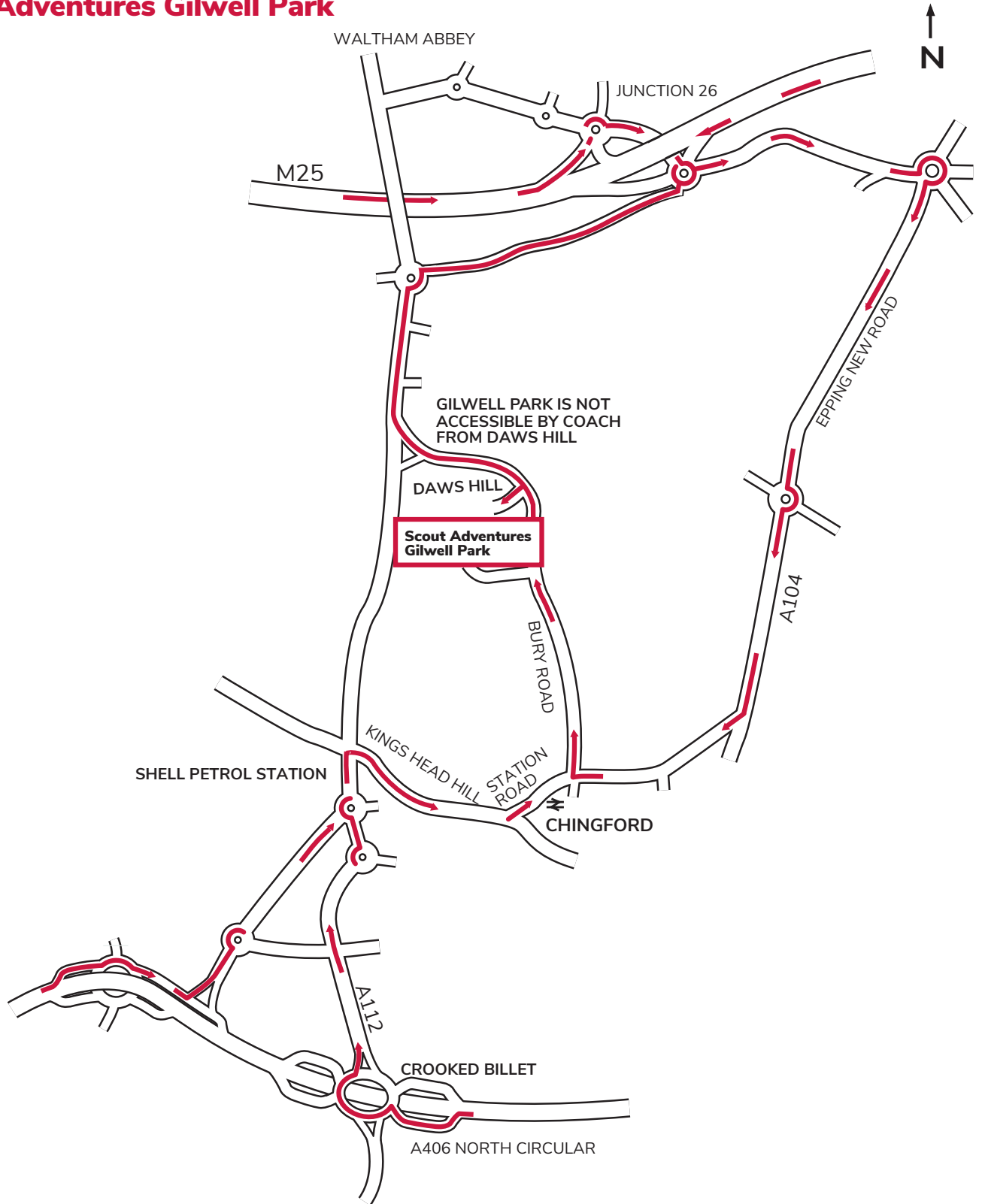
NAME:

BOOKING REFERENCE NUMBER:

CONTACT MOBILE NUMBER:



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 2nd exit onto A121 (Westbound M25 from here)
 2. At third roundabout take first exit onto A112 / Seward stone Road
 3. Turn left onto Daws Hill
 4. Road name changes to Bury Road
 5. Turn right onto Gilwell Lane
- Please note: Not all directions are suitable for coaches.
Please contact the centre for advice.

Scout 
Adventures
Gilwell Park

Bury Road
Chingford
London
E4 7QW

Tel: 0208 498 5444