



**BIG Event**  
**Staff Guide**

## Welcome to the Big Weekend

### County Lead Volunteer's welcome

Hi everyone,

It's fantastic to see so many people from across Nottinghamshire come together for our amazing Big Weekend. There are loads of activities to try and many friends to make - so enjoy!

The event has been over 3 years in the planning and there have certainly been a few 'mole hills' to climb along the way, but it's all been absolutely worth it. I hope you'll join me in saying an enormous thank you to the amazing team who have put the event together. This very much includes the young people who came together to tell us what *you* wanted. I'd also like to extend my thanks to our team at the fantastic water activity centre at Hoveringham who are an integral part of the weekend and of course to the Newark Showground for hosting us.

Have a great time making lifelong memories and of course #Skillsforlife

Steven  
Nottinghamshire Scouts - County Lead Volunteer

### Camp Leader's Welcome

Since taking the role of Head of Event for The Big Weekend it's been a really exciting journey, despite some challenges along the way.

Having over 3,000 Nottinghamshire Scouts in one place for an event for the first time since 2018 is an exciting milestone and I'd like to thank the members of the organising team for their dedication to running The Big Weekend.

We have a range of activities to suit all everyone attending the event, from the youngest squirrel to the oldest leader. There will be the opportunity for you to try new things, activities to push you out of your comfort zone, and sometimes, just the opportunity to relax.

Have a great weekend.

Sean Kelly,  
Head of Event

## Key Event Information

### **Event Dates:**

Friday 3 May 2024 - Monday 6 May 2024

### **Event Location:**

Newark Showground, Lincoln Rd, Coddington, Newark NG24 2NY

### **Site Map:**

A site map is located at the end of this document.

### **Event Phone Number: 07955 653 074**

The event will have one phone number which can be used to contact the event team. The Info Centre will also be open to deal with queries face to face and is located at the entrance of the camping area.

Please only call this number in the event of an emergency.

### **Social Media:**

We are using social media to promote the event, please ensure that you share this with parents and guardians who will be able to see what the young people are up to during the event.

[Facebook](#) | [Instagram](#) | [X](#)

Thank you for volunteering to be part of the staff team at TBW. Without people like yourselves giving up their time and energy at events such as this, we wouldn't be able to run them.

## Staff Information:

### **On arrival:**

Please use directions to site entrance as indicated by the yellow event signage and park your vehicle in the car park. Please remember your parking pass and ensure it is displayed on your dashboard (You will have received this in a previous email from TBW)

Please report to the Info Centre, located halfway down the runway, and sign in, collecting your wristband (which must be worn at all times).

Staff camping area – Please pitch your tent within the staff camping area. The admin team will direct you on arrival.

From Midday Friday, staff vehicles will not be able to access the staff camping zone unless authorised by event control/event leads. This is due to the site build taking place in that area. If you need assistance with equipment, please ask at the Info Centre, who will seek to arrange support for you.

Once settled in, identify yourself to your team leader, who will then allocate you any specific jobs that require addressing.

### **All Staff briefing:**

There will be a full staff briefing (for those onsite) on Friday at 1700.

Location: Bar Grylls (close to the staff camping)

### **Radios & Communication (Staff Only)**

Two-way radios are used across the site to help staff with the smooth running of the event.

All Radios are issued from EVENT CONTROL AND MUST BE SIGNED IN AND OUT. If a radio is given to you then it will be your responsibility to look after that Radio. This equipment is expensive and can be costly to replace, and as they are borrowed, we are keen that we take care of them.

Only specific team members will be given a radio, to ensure we have them at key locations throughout the site.

The radios are on public frequencies and can therefore be monitored by anyone including Ofcom. Bad Language and inappropriate comments should be avoided at all costs. Conversations should be kept short and to the point, but should avoid any personal

information, especially that which might embarrass someone. We would recommend meeting with an individual to discuss such information.

The following words/phrases should be used.

“Scout Bravo Fred to control” – Call sign, to signify who you are and who you want to contact.

“Over” - to signify the end of your transmission.

“Out” - to signify the end of a conversation.

“Roger” - Meaning I understand.

Please remember, young people can hear these conversations so ask yourself if you should be saying it in their presence. No personal information should be exchanged over the radios. If sensitive information needs to be passed on, then use the radios to set up a face-to-face meeting or use your mobile phone.

***Important Note: If you need to send an urgent message at any time, then begin your message with the words ‘Priority Message’. If you hear these words at any time, the airwaves should be kept clear until this message is over. Please see below for incident codes:***

<b>Incident</b>	<b>Code</b>
Emergency Evacuation	<b>Red</b>
Fire	<b>Pink</b>
Suspicious Package/Object	<b>Yellow</b>
Medical Emergency	<b>Blue</b>
Antisocial Behaviour	<b>Orange</b>
Overcrowding	<b>Purple</b>
Lost Child/VA	<b>Green</b>
Found Child/VA	<b>White</b>

## **Food**

For those who have paid for catering, this will be provided by the main catering team from the staff catering area, please ensure you bring your own plate, bowl, cup, cutlery, and tea towel. All staff who have selected to be catered for will dine in the same area, so at busier times you may have to queue. If you are on activities or need to be somewhere at a specific time, then please speak to one of the catering team and they will assist you getting your food.

Mealtimes are as follows:

Breakfast 07:00 – 09:00

Lunch 12:00 –14:00

Dinner 17:30 – 19:30

Hot drinks and drinking water will be available throughout the event, please help yourself. Drink stations can be found in Bar Grylls.

### **Problems/Damage**

Should you find anything on the site that is damaged/dangerous then please make one of the organising or support team aware immediately.

### **Safe Working**

Whilst doing any job your safety is paramount, so you should ensure to use the right tools for the job. Standing on the car park you should wear a hi visibility jacket, and we would like you to bear this in mind for anything you are doing over the weekend. We would promote best practice, so please ask if there is a particular piece of equipment that would help.

Please ensure that you have read and understood the Risk Assessments relevant to the activity or area that you are working in.

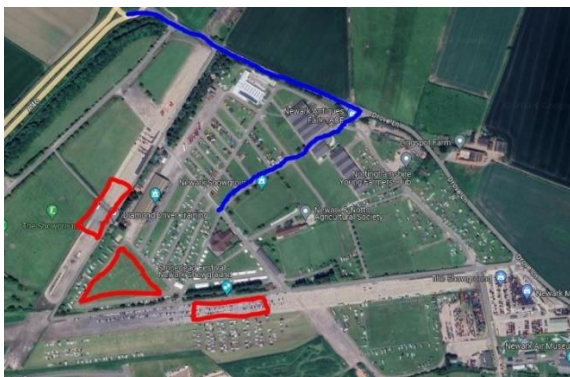
### **Emergency Plan/Evacuation Plan**

- A; Announcements can be made using the Site PA system by event control
- B: The main visitor entry entrance will be cleared and staffed
- C: All visitors will make their way away from the incident
- D: Event staff and stewards will escort people to a safe location
- E: Members of the security team and delegated personnel will sweep the site to ensure it is clear, taking guidance from emergency services when appropriate.

The Blue route for emergency egress to the site will be via the Green gate off Drove Lane as per standard Newark showground emergency procedures.

WTW is **///trendy/globe/slopes**

Any emergency vehicles called to site will be met at this gate by one of the core team or one of the medical team who will be wearing a high-vis jacket and then escorted on site to the incident location. A full copy of the Operational event manual/plan will be held in event control for reference.



## Event Timetable

Thursday 2 May	
17:00	Site opens for pre-pitching
21:00	Site lockdown for the evening
Friday 3 May	
09:00	Site re-opens for pre-pitching
16:00	Vehicle Lockdown - Campsite cleared of all vehicles
17:00	Full staff briefing - Bar Grylls
18:00	Arrivals from Newark, Mansfield & Bassetlaw
18:30	Arrivals from Ashfield, Beauvale and Central Notts
19:00	Arrivals from Rushcliffe, South West Notts and City of Nottingham
20:45 – 21:15	Opening Ceremony
21:15 – 22:30	Evening Entertainment
22:00	Leader Briefing – Bar Grylls
23:00	Site Quiet
Saturday 4 May	
07:00	Site Quiet Ends
09:15	Day Visitors Arrive
10:00 – 12:30	Activity Session 1
14:00 – 16:30	Activity Session 2
19:00	Leader Briefing – Bar Grylls
19:00 – 22:30	Evening Entertainment
22:00	Live Music set at Bar Grylls
23:00	Site Quiet
Sunday 5 May	
07:00	Site Quiet Ends
09:15	Day Visitors Arrive
10:00 – 12:30	Activity Session 3
14:00 – 16:30	Activity Session 4
19:30	Leader Briefing – Bar Grylls
19:00 – 22:30	Evening Entertainment
20:00	Leaders Quiz
23:00	Site Quiet
Monday 6 May	
07:00	Site Quiet Ends
10:00 – 12:30	Activity Session 5
13:00 – 13:45	Closing Ceremony
15:00	Vehicle Lockdown Lifted
19:00	Site Cleared

## Vehicle Lockdown

This covers all vehicles, excluding Event/Site Vehicles and contractor vehicles. During this time, vehicles will not be allowed to move in the camping or activity areas. Access and movement will only be permitted within car parks.

The vehicle lockdown will be lifted on Monday, at the Organising Team's discretion, once young people have left the site and it is safe to do so, this should occur around 15:00. Groups will be allowed to bring vehicles close to their pitches on Monday prior to activities commencing, but further movement is prevented until the lockdown is lifted. For those who are coming to help with breakdown of camp, and don't have a wristband, they will be allowed access to site at the same time as the vehicle's lockdown being lifted (Monday 1500).

## Wristbands

Everyone on site will be required to wear a wristband, which will be given out on arrival.

Wristband Colour	Function
Red	Event Participant (Under 18)
Green	Event Adults
Purple	Day Participant (Squirrel / Beaver)
Yellow	Day Adults
Pink	Staff
Blue	Contractor
Orange	Invited Guests

If you see anyone on site who is not wearing a wristband, you should challenge them. Reporting any concerns to the security team. In an emergency contact event control.

Please note, that people without TBW wristbands will not be able to proceed past the car park area. For those volunteers who are coming to help with breakdown of camp, and don't have a wristband, they will be allowed access to site at the same time as the vehicle lockdown being lifted (Monday 1500).

## Keeping in touch

Throughout the event, should you need to contact us please contact the Info Centre during opening hours, out of hours or in an emergency call our event control number:

**07955 653 074**

We will be providing key messaging throughout the event using a WhatsApp Broadcast list. You can join The Big Weekend Community by scanning this QR Code or by going to <https://tbw.notts-scouts.org.uk/announcements>.





### Arriving to The Big Weekend

Where possible, please consider car sharing to reduce our environmental impact.

The site entrance will be sign posted and will be accessed via Drove Lane via the A17. Please avoid accessing Drove Lane via the A46 as this will cause congestion with other users on site. Vehicles will not be allowed to right turn (from the A46) into the showground. Please follow The Big Weekend Signage.



There will be NO VEHICLE ACCESS to the participant camping areas after 16:00 on Friday. There will be a limited number of trolleys available to use for moving equipment after this time. If you expect to arrive after 16:00 and will have equipment, please contact us in advance to arrange.

The site entrance will be sign posted and will be accessed via Drove Lane via the A17. Please avoid accessing Drove Lane via the A46 as this will cause congestion with other users on site. Vehicles will not be allowed to right turn (from the A46) into the showground. Please follow The Big Weekend signage.

Please note, that people without TBW wristbands will not be able to proceed past the car park area.

## Safeguarding

The welfare of children and young people is our priority. Everyone has a duty to report safeguarding concerns, and adults must follow this Safeguarding Code of Conduct (also known as the Yellow Card) as shown in Appendix 1.

Any safeguarding concerns should be reported to the Scouts Safeguarding team on: 0345 300 1818

## BIG Shop

Our onsite tuck shop "The BIG Shop" will be open during the hours identified below.

Day	Open	Close
Friday	18:00	22:30
Saturday	10:00	22:30
Sunday	10:00	22:30
Monday	10:00	14:00

The BIG Shop will stock a range of, sweets, chocolate, canned drinks, and a small range of merchandise.

We will accept cash and card, but where possible please bring change.

## A-Z of TBW

### Bar Grylls

Bar Grylls is our leaders only space, by day there will be tea and coffee available and a place to take 5 minutes to relax. In the evening there will be some live music on Saturday and a quiz on Sunday, you can bring your own drink, remembering the alcohol policy of course.

### Car Parking

Please ensure that all vehicles remaining on-site are displaying a permit with your information.

### Device Charging

Facilities for charging will be provided. Ideally, Leaders should bring a PowerBank that is labelled with their name and appropriate plug and cable to the Info Centre, and there will be an area for devices to be charged.

Any devices or cables that are damaged will not be charged, and all devices are left at your own risk.

### **Dogs & Animals**

No dogs to be brought onto site, with the exception of Guide Dogs, Listening Dogs or Assistance Dogs, unless previously authorised by the event lead.

Likewise, please do not bring other animals, such as, and not limited to; giraffes, elephants and sheep!

Squirrels, Beavers, and Cubs are all permitted!

### **Fires**

Open fires and charcoal BBQs are NOT permitted at any time. Gas BBQs are permitted.

### **Food Deliveries**

If you order food for delivery, please ensure that you are available to collect the order from the car park. When making your booking with the Supermarket/delivery company please ensure that they have your contact's name, and your mobile phone number. Please inform the Info Centre of any deliveries you are expecting. Our kit trolleys can be used to transport your food from the car park to your camping area.

### **Gas**

Please ensure you have sufficient gas supply for the weekend, and all connections are in good order.

### **Generators**

NO Generators are allowed on the camping site.

### **Info Centre**

The Info Centre will be open daily between 8am and 8pm, slightly later Friday evening! This is the place to get all the support you'll need, including activity information, lost property, and wristband printing. If the Info Centre is closed and you urgently need an answer, then please use our emergency contact number.

### **Leaving TBW**

If you are leaving TBW site, you should attend the Info Centre to check out and check back in on your return.

## Medical Cover

### Event Medical Provision

We have a fully staffed medical provision on site for the duration of the event which will be in the Newark Community First Aid building at the side of the George Stephenson Hall and will be open as follows.

Fri	4pm – 11pm
Sat & Sun	8am - 11pm
Mon	8am - 4pm

During the closed times an emergency medical provision will be available via the event control on 07955 653074

Mobile Medical teams will also be active and walking round on site when activities are open.

Groups will be expected to manage their own minor First Aid incidents (cuts, Grazes, etc.) with support from the site medical team if needed. The medical team have also requested that they are made aware of any incidents dealt with by groups in writing so we can maintain a full incident log as requested by the local authorities.

The medical team request you DO NOT call 999 direct as we have the staff, skills, equipment, and facilities on site to manage most types of incidents and our response will be quicker, if 999 is required we will make that call once the incident has been assessed by our Medical Team.

We request that campers/staff carry their own emergency meds (EpiPens, Inhalers, etc.) with them at all times.

## Lost Property

Lost property will be located in the Info Centre. Lost property unclaimed 7 days after the event will be donated to the Notts Scouts Charity Shop. Please ensure that all personal and group equipment is labelled. Items of value may require you to identify to them to collect.

## Photographs

There will be many photographs and video images taken at The Big Weekend by participants. The Big Weekend makes a fabulous opportunity to show the public the thousands of young people from across Nottinghamshire having an adventure together. We would like to use some of the images to promote the best of Scouting using The Big Weekend website, social media, newspapers, radio and TV. We will always adhere to the policies of the Scout Association UK and the images will be chosen to reflect the values of Scouting. Whilst we have no control over images taken by other participants and recognise that it will be difficult to keep children out of photographs of large groups, if you do not wish to be included in any official photographs, please make your wishes known, we will do our best to keep them out of any published photographs.

## Power

There won't be any power available on camping pitches. We understand that some people may require power for medical needs. In this case, please [contact us](#) before the event so we can assist you, but please note this may be in a different location.

## Quiet time

Evening activities finish at 22:30 and the site should be quiet by 23:00 until 07:00 the following morning. Please be considerate of other campers. The gate between the Activities Area and the campsite will be locked during quiet time.

## Risk Assessment

The Big Weekend and our external contractors have their own risk assessments which they have shared with us. The Big Weekend has produced risk assessments relating to the other areas of the event and activities. Part of The Big Weekends risk management includes producing this handbook which must be read by all adult staff. Team leaders are responsible for sharing details of the risk assessments and specifically the steps that need to be followed to minimise the risks with their teams and any young people, please ensure that you follow the instructions that are set out in the risk assessments. Risk Assessments can be viewed upon request during the camp.

## Security

While there is a support and car park teams in place for the duration, the land is private property and there are many entrances and access points. All adults should be vigilant and make known to event leaders anybody who appears not to be part of the camp. We like our guests to feel safe on the campsite and surrounding areas. Security is an ongoing issue that we all need to recognise and would like to suggest the following points for your own safety.

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

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## Smoking / Vaping

Smoking and vaping is only allowed in the designated areas. No under 18s will be allowed to smoke or vape at the event we would ask all adults to refrain from smoking and vaping whilst in view of young people whether on or off site. Please be conscious of smoke drifting into tents and buildings. Please discard smoking materials responsibly.

The designated smoking areas are behind the BIG building.

## **Toilets, Showers and Hygiene**

Toilets are available in both camping and activity areas. Unless identified, toilets are gender neutral.

Showers are located adjacent to the camping area.

Facilities will be cleaned regularly throughout the event. Please report any concerns of cleanliness to the Info Centre so that it can be promptly resolved. Full, dirty, damaged, leaking, or just run out of supplies. We want to keep all the facilities clean and fresh so if they are not, please let the Info centre know and we will sort it asap!

## **Visitors**

All visitors need to report to the Info Centre on arrival and register with the Team. They will be given a Wristband which must always be worn and handed back into the Admin Team on departure from the site.

## **Water**

Water taps and grey wastewater drains are spread around the site along the camping area and will be clearly marked.

Grey wastewater should not contain food or anything else. We may not be able to retrieve anything dropped into the grates.

If you are in camping close to a hedgerow you may choose to dispose of filtered wastewater there, not fats or food. No pits should be dug.

## **Waste Disposal**

Waste collection points will be clearly marked, there is no need to separate recycling as you would at home as this will be separated by our waste supplier. 97% of waste will be recycled with some even being used for eco fuels and animal bedding.

Groups/staff are requested not to dispose of unwanted or broken equipment during TBW, we are aiming to ensure that landfill waste as a direct result of TBW is minimised.

# Keeping Children and Young People Safe

## All adults in Scouts follow our Code of Conduct

### Safeguarding is everyone's responsibility.

#### If in doubt, report it.

- Do** remember that you're a role model at all times, inside and outside of Scouts. You must set a good example for others to follow.
- Do** treat everyone with dignity and respect in line with the Scout Values.
- Do** treat all young people equally – don't show favouritism.
- Do** follow the adult-to-young-people ratios at all times.
- Do** remember that you have been placed in a position of trust – don't abuse this trust.
- Do** report all safeguarding concerns directly to the Safeguarding Team as soon as possible, and always within 24 hours.
- Do** contact the Safeguarding Team if you receive details of any statutory agency, such as the police, the Local Authority Designated Officer (LADO) or children's services, involvement regarding a member.
- Do** remember that someone may misinterpret your actions.
- Do** respect children's and young people's right to personal privacy.
- Do** act within appropriate boundaries, even in difficult circumstances.
- Do** encourage an open and transparent culture, where people challenge or report behaviour that isn't in line with this code.
- Do** make everyone aware of our safeguarding arrangements. Share our Yellow Card with volunteers, parents and guardians, and display it where meetings take place.
- Do** create an environment where children and young people feel safe and able to voice their concerns.
- Do** have separate sleeping accommodation for young people and adults, as well as young leaders working with a younger section.
- Do** plan activities that involve more than one other person being present. If that's not possible, make sure other people can see and hear what's going on.
- Do not** plan to be alone with a child or young person in Scouts, either online or in person.
- Do not** drink alcohol when you are directly responsible for children and young people in Scouts. Never allow under 18s to drink alcohol on Scout activities.
- Do not** trivialise concerns or abuse.
- Do not** let concerns or abuse go unreported. Contact the Safeguarding Team, especially if you feel your concern hasn't been taken seriously.
- Do not** join in physical contact games with children and young people.
- Do not** overstep the boundaries with children and young people by being involved in friendships or personal relationships with them.
- Do not** allow activities that encourage bullying behaviour, including initiation ceremonies, dares or forfeits.
- Do not** use inappropriate, suggestive or threatening language, whether verbal, written or online.
- Do not** rely on your reputation or position to protect you.
- Do not** get involved with a safeguarding concern if you've a personal friendship or family connection with those involved. Step back and tell the Safeguarding Team about the connection.

[scouts.org.uk/safeguarding](https://scouts.org.uk/safeguarding)

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If a child or young person is at immediate risk of harm, call **999** or **112** and ask for police. Tell the Safeguarding Team you've done this.

### Young people

We want everyone in Scouts to be safe and happy. If an adult has made you feel bad or uncomfortable, either inside or outside of Scouts, please tell us and your parents or carer. We will listen to you and take you seriously.

### Parents and carers

If you're worried about a child or young person, or if you've concerns about an adult involved in Scouts not following this Code of Conduct, please contact the Safeguarding Team.

If you're unsure what to do, or you're not sure if a report has been made to us regarding a concern, contact us.

- **Safeguarding Team**  
+44(0)20 8433 7164  
[safeguarding@scouts.org.uk](mailto:safeguarding@scouts.org.uk)
- **NSPCC**  
0808 800 5000  
[help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- **Childline**  
0800 1111  
Under 12? [childline.org.uk/kids](https://childline.org.uk/kids)  
Over 12? [childline.org.uk](https://childline.org.uk)





## Appendix 2 - Overview Map of Newark Showground.





