



ACTION PACKED HOLIDAYS THAT EMBRACE EVERY ABILITY

LEADER HANDBOOK 2019



Registered Charity Number: 502073

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The ONEDRIVE

Explained on page 8

Access the **Leader Resources** folder in the **OneDrive** for all Handbooks, Leader and Volunteer Essentials Documents, Safeguarding Policy, *official* Forms, Suggested Templates, Transport Seating Plans, and a range of resources (inc., previous parent letters and volunteer pre-camp briefings, risk assessments, ideas and plans for activities etc.) in the **Shared Practice – hints & tips** sub-folder.

INTRODUCTION

Thank you for agreeing to lead a Birmingham PHAB Camp. We have produced this handbook to try and aid Camp Leaders in the organisation of the Camps and to try to answer any questions you may have. Many previous leaders have had input into the booklet so it covers a whole range of experiences. Whilst we have tried to think of all aspects of leading a Camp it will almost certainly not cover everything. Please don't hesitate to make comments.

This handbook should be read in conjunction with the volunteer handbook and not treated as a stand-alone guide. On the **Birmingham PHAB Camps OneDrive** (see page 8) you will find the most up-to-date copies of all the forms/paperwork you may require as a leader of a Birmingham PHAB Camp holiday.

In 2011 we introduced a concise **Leader Essentials** document (provided in conjunction with this handbook) that clarifies specific procedures that the Birmingham PHAB Committee needs to be sure that all Leaders and Camps comply to, whilst still allowing for all Camps the freedom to be unique. The Essentials document will be discussed at each Leader Training Day, and revisited each year.

As a Camp leader your responsibilities begin long before the Camp starts and end long after everyone else has gone home for a rest.

TRUSTEES AND OPERATIONAL COMMITTEE

Birmingham PHAB Camps is managed by a team of trustees and organised by an operational committee. The committee consists of a small number of people who have a variety of jobs. The one thing they all have in common: they have all volunteered on PHAB and loved it. It is expected that as a Camp leader you will attend as many committee meetings as possible. If there are two leaders on the Camp it is permissible for just one leader to attend, especially if you live away from Birmingham.

The committee meets once a month throughout the year and discuss all issues related to PHAB. Committee meetings are held on the 2nd Tuesday of every month. These meetings are used to plan all of the details of the Camps from raising the funds, to organising the transport, planning training day, and deciding which participants and which volunteers go on Camp. And even before this year's Camps are over, the committee will be hard at work organising next year's!

Things discussed at committee relevant to leading a Camp include:

- Volunteer recruitment
- Child recruitment
- Finance & fundraising
- Planning training day
- Transport
- Activity ideas

FINANCE

You must open an extra bank account to keep PHAB finances separate from your own. You will need to provide us with pre and post Camp bank statements from this account for our auditors. If you aren't sure how to do this please ask us. If there are two leaders only one of you needs a bank account.

You will be expected to draw up a budget for your Camp – you may wish to use the previous year's Camp budget as a guideline. Remember to add a little bit on to this to allow for inflation. You may find it useful to discuss your accounts with the Treasurer or Trustees.

You will be provided with appropriate finances shortly before the Camp, which will usually be more than you will need. This is intended to cover any emergency expenses. At the end of Camp you will be expected to return a

significant proportion of the initial amount to the Treasurer. Just because you are given this amount it doesn't mean you have to spend all of it!

You will receive some funds from parents' donations for use on the Camp. These amounts will vary and the average is £50-£100. It is certainly worth suggesting to parents that they give their donation in cash so that you can use it during your Camp. Ask them to put the money in one of our **Gift Aid Envelopes or Gift Aid Declaration** (available on the OneDrive) and, if they are taxpayers, to fill in the relevant details. Please keep these envelopes at the end of your Camp and return them to the Treasurer. Please make a note of the exact amount given by each family.

Whilst on the Camp you must keep a record of everything that you spend, no matter how small. You must also keep receipts for everything, from buying a swimming costume for a child who has forgotten theirs, to every activity you do. A blank suggested template for keeping your **Accounts** and detail your expenditure during the week is provided in the **OneDrive**. As soon as the Camp is over please send the Treasurer your completed accounts forms, any unspent money, contribution cheques, gift aid envelopes, all receipts and your pre and post Camp bank statements. If you do not have any of these straight away, such as bank statements, please send everything else and forward these on later. It is important that money goes back into our account as soon as possible, as it may be needed for Camps going after you. It would be reasonable to expect you accounts to be sent back to the Treasurer within one to two weeks after your return.

VOLUNTEER RECRUITMENT

Volunteer recruitment starts at the end of January at our mailing day when we contact all experienced volunteers. We also send out applications to any new enquiries we have already had.

At each committee meeting you will be updated on your volunteers. As you get closer to the Camp try to choose another experienced volunteer to support you in the planning and running of your Camp.

Some Camps fill up quicker than others, though it is always a struggle to recruit male volunteers, drivers and nurses (who we ideally seek to carry out the role of Medical Officer on the holidays). New volunteers are recruited through Coventry and Birmingham Universities, recruitment fairs, various websites, posters and word of mouth.

All experienced volunteers are asked to provide one reference and a police check, whilst new volunteers are asked for two references and a police check. We always try to get a mix of new and experienced volunteers. Some volunteers inevitably will drop out so we keep a list of reserves, although there will rarely be any male reserves.

Details of training day and a request for a £25 booking fee are sent at the end of April. The volunteer organisers will make no further contact with volunteers after training day. It is left up to the Camp leaders to make sure the volunteers are kept informed and are still coming.

PARTICIPANT RECRUITMENT

Participant recruitment begins around Easter for the main Camps and around February for the Easter Camps. We approach other schools and other organisations asking them to send us details of participants who would benefit from a PHAB holiday. Some participants or families also contact us directly asking for a place.

We send out letters of interest to other colleges, day centres etc for the Adult Camps.

Once places have been allocated we write to each family telling them they have been offered a place, subject to a visit from the leader. We will also give details of who the leader is and how to contact them. Some participants will drop out and we try to have a small reserve list for each Camp. We may need your help to recruit volunteers for your Camp.

VISITING PARTICIPANTS

One of the key tasks as a leader prior to your Camp is to visit all the participants and their families or carers. This is crucial in order to:

- Find out more about those participating in your Camp
- Introduce Birmingham PHAB Camps and yourself to the participant and the family
- Answer any questions they may have
- Talk about what to bring on a Camp
- Talk about money needed for the Camp
- Complete paperwork (**all downloadable for printing from the OneDrive**)
 - a) **Medical Consent Form**
 - b) **Medical Consent Form for Participants with a Disability**
 - c) **Epilepsy Form**
 - d) **Medicines Form**
 - e) **Drugs Chart**
 - f) **Consent Form for Using Images**
 - g) **Gift Aid Envelope or Gift Aid Declaration**

Who?

All participants should be visited before your Camp, especially those who you have not met before.

Experienced PHAB Campers should still be visited in order to find out any changes that have occurred during the year and to catch up and reminisce about the previous year.

Anyone that can't be visited must have been spoken to on the phone but this is a last resort when a visit is impossible. In this case forms should be sent to the family and returned before the Camp takes place.

When?

It is important not to leave your visits until the last minute. Parents/Carers and participants need to know what is going on and those who drop out are often the ones who have not been visited early enough.

Visits should ideally be done before training day but we do understand that this is not always possible, for those Camps that come later in the programme. For those leaders who live a distance from Birmingham, support is available from committee members who are closer. If you have not visited the participants one month before the Camp then it is essential that you phone everyone to arrange a visit and confirm that they do definitely have a place.

We must remember that the first impression families get of Birmingham PHAB Camps is often when you walk through their door. They need to be able to feel that they can trust us to take their child away from home for a week with total strangers.

Identification Badges

You will be given an identification badge for your visits. You will need to obtain a new badge each year, as there is an expiry date on them. You should supply a passport photograph to Carlton and a badge will be made up for you. If you have led before you will still need a new badge but should not have to supply a photograph. You will also need to obtain badges for other volunteers who may be doing the visits with you. Please make sure you wear your identity badge when visiting families, especially new ones.

Paperwork

1) **Medical Information Consent Forms**

While on the visit fill in the medical consent form with the parent/carer for each participant. Clarify anything that you are not clear about. You may need to ask questions about care such as, "How do they sleep?", "Do they need the toilet during the night?", "Can they wash themselves?", "Can they do their own teeth?", "Can they sleep in a bunk bed?" etc. This sort of questioning is especially important for those participants who find it difficult to verbally communicate.

Please make sure that the parent/guardian signs the permission box at the bottom of the first page. This says that the parent or guardian gives permission for the Camp Leader or the assigned Medical Officer (who dispenses medications) to authorise any emergency medical treatment that may be necessary. Please read out all the small print in the signature box so the parent/carer knows what they are signing their name to.

There are two types of **Medical Consent Form**: a short one for those non-disabled participants and a longer one for those with a disability.

2) **Epilepsy Form**

If the participant has epilepsy, we ask the parent/carer complete an additional form to provide detailed information about the participant's epilepsy and how it is managed.

3) **Medicines Form**

If the participant takes any medication it should be written on medicines form (to be kept by Leader with a copy provided for the Medical Officer).

4) **Drugs Chart**

To list the medicines, dosage and times (mirroring the Medicines form) for the Medical Officer to tick off for each medication administered during the week.

5) **Photo Consent Form**

This is a simple form we ask parents/carers to sign to give us permission to take photos of their children, use the photos in our publicity and retain the photos for future use.

6) **Gift Aid Donation Envelope**

Parents/Carers are asked to make a donation towards the cost of the Camp. It is better not to put an actual figure in writing but, when asked "how much?" give a range based on how much you think they can afford. Each place costs around £500. The average donation tends to be around £100. We would never turn someone away who could not make a donation. Ask the parents/carers to make their donation in cash so that you can spend this on the Camp. Any cheques should be made payable to 'Birmingham PHAB Camps'. This money should either be given to you on the visit or, more likely, on the morning of the Camp. The donation should be put into a **Gift Aid Envelope** (which you give them on the visit) with the amount and the participant's name. All families who pay tax can fill in the envelope and allow us to claim another 25p for every £1 they donate from the tax office. Please do explain this carefully to families as some may be unsure how the system works and may think it's costing them more.

Pocket Money

Families and participants will need to know how much pocket money to bring. It is worth setting a limit: *say* £20, so that some participants do not have a fortune while others have none. Most Camps have a 'bank' type system and you can explain this to parents/carers. Explain to families how to send this money:

- In an envelope marked with the amount and their child's name, to be given to you on the morning of the Camp.
- Ask parents/carers to send a wallet (with their child's name on) for the pocket money to go in on a day-to-day basis.

Packing

Suggest roughly how much clothing they will need and the sort of things to bring. They may need waterproof clothing, old shoes, towels, swimming costume, party clothes etc. You may wish to provide a packing list.

Ask the parents/carer to label all clothes and other items to limit the possibility of things getting lost. Ask families to send a list of everything they send with their child on the Camp so that volunteers can locate/identify property at the end of the week and ensure they don't lose anything.

Discourage participants from bringing expensive things e.g. expensive cameras, game consoles, mobile phones, iPods etc. It is worth explaining that we do not have any insurance cover for the participant's personal belongings and that if they do bring a phone it should be insured on their own household insurance.

It is really worth considering a ban on mobile phones. Some Camps have difficulties with participants phoning or texting each other in their bedrooms after lights-out or whilst they are half way up a rock face. You may like to discuss this with the parents and at the very least agree you will take the phones away at bedtime if there is any misuse.

Contact

Make sure that you give the families your contact details should they need to get in touch with you in an emergency. Find out any contacts for the parents/carers especially if they are likely to be away on holiday themselves.

Try to find out what they feel about their child phoning home. Some participants won't want to phone home at all, whilst others will ring 15 times a day. Some families will really appreciate a postcard.

Make a note of any brothers or sisters in the family and their ages. This is very useful if any of the other participants drop out at the last minute and is also handy when communicating with some participants.

TRAINING DAY

It is VITAL that all leaders attend the training day. It is also important that all your volunteers attend training day regardless of how many Camps they have done. As a leader one of your responsibilities is to stress this importance and encourage your volunteers to attend.

If volunteers absolutely cannot attend training day you must attempt to meet with them before the Camp and at very least speak to them on the phone. Make sure you send them a copy of the volunteer handbook and do a small training session at the meeting the night before the Camp, especially if you have a participant who has any specific lifting or medical needs.

For your volunteers training day is an ideal chance to gain practical advice, to find out what will happen on their Camp and to meet other volunteers on their Camp. One of the most important reasons for you to attend is to give you the opportunity to meet your volunteers, especially the new ones. You will quickly pick up what sort of person they are and this will be invaluable when you are organising your Camp.

During the Individual Camp sessions you can tell your volunteers about:

- a) Your plans for the week
- b) The site you are visiting
- c) The sort of activities they will be doing
- d) Duties you are likely to expect from them
- e) Managing behaviour – how you want to play this and the role they play...
- f) The participants you have already met including any specific issues
- g) You can delegate any jobs that volunteers can do:
 - i. Looking after pocket money

- ii. Making name badges
 - iii. Taking charge of lost property
 - iv. Organising games or sessions.
- g) Diaries - Families of participants with communication difficulties will really appreciate a diary of what their child has done during the week and the volunteers will be expected to create them.

Delegation: a vital part of good leadership, not only makes it easier for you but also helps new volunteers feel part of the team.

During the day you need to collect information about your volunteers using the **Volunteer Confidential Personal Details Form**. If any volunteers do not attend you will need to make sure this form is completed at a later date.

At training day all volunteers will be given a volunteer handbook with the **Volunteer Essentials** document (see **OneDrive**) in the back.

EQUIPMENT

We do have a small amount of equipment, mostly stored at the Wingate Centre, and you will find a list on the OneDrive. We anticipate that some equipment may get lost or broken on the Camps. Please inform the committee if this happens and replace anything which will be needed by other Camps. If you have any additional equipment needs please either budget for this or ask the Treasurer for funds. Please look after the equipment while you are on the Camp so that the group following on from you will find it in the condition you would expect it to be in.

PROTECTION ISSUES

Each leader should have an up to date copy of our Safeguarding Policy (reviewed and fully updated 2015). Make sure you have read this thoroughly and that you understand it before you go. Please take this with you on Camp and refer to it if needed.

If you do need to take any action whilst on Camp please follow the procedure of the policy. It is not up to the leaders to decide whether or not child/vulnerable adult abuse may have taken place before Camp. However, if you have concerns of this nature: you do have a responsibility to protect participants in order that the appropriate agencies can make inquiries and take any necessary action to protect the child/vulnerable adult. This is a very complex issue so any time you are unsure how to deal with a protection issue, please contact someone for advice.

Contact details are listed on the Safeguarding Policy stored on the OneDrive.

THE ONEDRIVE

All Leaders will be given log-in access to the Birmingham PHAB Camps OneDrive for the period that they are leading. The OneDrive is where your Volunteer Lists and Participants lists are securely stored (we will not email these list out) and where you can view all updated information on each at all times. The OneDrive is also home to the **Leader Resource – USE THIS**. It includes:

- All forms (to be printed off and used), headed paper, promotional material and handbooks
- Minibus and coach seating plans (and meeting-point maps for parents and volunteers)
- **Shared Practice Hints and Tips** – this provides all sorts of helpful templates (parent letters, volunteer briefings, care plans/summaries etc.), activity ideas/plans, risk assessments etc., from former camps.

NB1: At the end of your Camp – please take time to add your relevant notes and templates of your own to this folder!

NB2: Please note there is a separate Photo OneDrive folder to upload of your camp suitable for publicity purposes.

PROCEDURES AND POLICIES

Alcohol

We now have a 'No Alcohol' policy on most Camps. The only exception to this is the Adult Breakaway where we allow our volunteers to drink for social purposes with the young adults if the request to drink alcohol recreationally comes from one or more of the young adult participants.

In such instances, the Leader will make clear to the volunteers that:

- No volunteer on an adult Birmingham PHAB Camps holiday will drink more than 2 units of alcohol per day. (2 units = 1 pint of beer, 2 small glasses of wine, 2 pub measures of spirit, or 1 alcopop.)

NB: It's therefore recommended that leaders suggest volunteers drink in half measures e.g., order two half pints over the course of an evening, rather than one pint, purely for practical purposes if the aim is support the young adult participant by drinking socially with them over a lunch time or evening period.

Drugs

No recreational drugs will be allowed on Camp at all and anyone, participant or volunteer, found in possession of them must be removed from the Camp immediately. Any such instance must be recorded and reported to the Board of Trustees at the end of the Camp.

Smoking

It is up to individual leaders to define a policy on smoking which must include telling volunteers not to smoke whilst they are with the participants.

- Make clear to your volunteers that they must never smoke in front of a participants (it's not a behaviour we want to display even in front of our adult participants).
- No participant or volunteer under the age of 18 is allowed to buy cigarettes in accordance with UK law. If a participant or volunteer between the ages of 16 and 18 years is already a smoker it is against the law for them to purchase cigarettes and older volunteers must not do this for them.
- In 2007 the UK introduced a law banning smoking in all enclosed public and work places. Each centre will have a designated smoking area away from the building, which all volunteers who smoke must adhere to. All cigarette ends must be disposed of in the appropriate manner.

Fire

It is really important that you know where everyone is sleeping and ensure that a copy of the room plan is easily accessible in case of an emergency and for use by the fire brigade.

Make sure you know where the fire exits and extinguishers are and that you inform the rest of the volunteers about exits. It is not always appropriate to inform the participants of the fire evacuation procedure, this is left to the Camp leader's discretion.

The centre will have an emergency evacuation procedure, which they will go through with you on arrival. Discuss how you will get everyone out of the building in an emergency with the centre manager and all your volunteers at the first night meeting.

Photo/Multimedia

All parents/care providers/young adults are asked to complete a photo consent form before the holiday which will stipulate whether they are happy for their child to appear in photos, and the extent that any such photos can be used for photo compilations, social media feeds or publicity purposes.

Leader/s must keep a clear record of consent for each child and inform the volunteers accordingly to ensure that photos are only taken/used where consent has been given.

Photo consent forms will be held on file in hardcopy for five years by an assigned member of the Board of Trustees.

Children are allowed to take photos during the holiday unless instructed otherwise by the Leader/s for any reason, but they are not allowed to bring phones or iPads so they will need an alternative type of camera.

Volunteers may take photos during the holiday, but are asked not to upload images of children to their social media accounts. They can share PHAB's official Facebook or Twitter photos, as these are in the public domain, but they must not re-quote what PHAB has written, or identify or "tag" or name those in the pictures that PHAB has not already named.

Volunteers are told explicitly:

- not to take pictures in the bedrooms (however innocent) or any other place that care-needs are carried out
- not to take or retain pictures that a child says they do not want taken
- not to take any pictures of children that could embarrass them or be deemed of an inappropriate nature.

Volunteers are told not to accept "Friend/Follow Requests" from participants on Social Media and are advised not to accept Parent requests either, and are asked to understand that their posts, comments and views then represent the charity by association if they do.

Mobile Phones / Mobile WIFI Devices

We have found that the use of mobile phones, iPads and other mobile devices that connect to WiFi simply distract from the potential friendships and integration the camp offers. We no longer want this to happen and neither do we want volunteers to be checking their phones during the day.

We have therefore decided to restrict the use of mobile phones/devices on camp for everyone.

1. Volunteers will be requested only to use phones to take photos and not check messages until after the participants are in bed. This includes uploading photos onto Twitter etc., and during evening meeting!
2. You as leader will need to inform parents and participants at the home visit that mobile phones, iPads and other WIFI devices are not permitted on camp and ask them not to send/bring them.
3. Photos will be taken by volunteers and shared on a PHAB Instagram (where parents have given permission).
4. There is no negotiation as to whether they can have their phone on them on camp. It's about helping them understand this as a group policy that even volunteers will be sticking to.

If the parent refuses to agree this: it can be negotiated that the participant's mobile comes on camp but remains in the possession of a Leader or nominated volunteer, and that the child may use it to contact the parent on one designated evening.

If a participant is seen with a mobile device on camp at any time: the Leader must simply remove it and return at the end of the camp. There need be no reprimand or further sanction unless the participant refuses to accept the decision.

If mobile devices are kept on camp by a nominated volunteer: Leaders will need to agree their own policy for when/how mobiles can be accessed with all the participants and families.

Volunteers will need to be clearly briefed on this so that they can uphold the decision consistently.

Suggestion:

Postcard Tuesday – give every participant a pre-stamped and addressed postcard to write home as an evening activity. Allow participants to check their phones and text/call home during this time.

Note:

Having no access to their mobile will be hard for some to swallow, and we encourage Leaders to feedback how it is working and ask advice where there is clear reticence from a family or volunteer to comply.

Behaviour

On our 2018 camps we encountered more quite a lot of difficult behaviour.

What we learnt from this was:

1. We need to probe more at the home visit about behavioural needs.
2. We need to find a way of letting participants know what Camp is all about from the outset.
3. We need to be clear when a behaviour is not acceptable from the outset – not wait for it to escalate.
4. We need to agree suitable sanctions or consequences with the participant if the behaviour is repeated.
5. PHAB needs to support its leaders with advice in positive behaviour management and make clear that:
 - i. Leaders can opt not to take a child if they feel their behaviour is likely to be unmanageable.
 - ii. PHAB will support leaders to put in place sanctions on a camp as required, and advise by phone as needed.
6. We need to ban the use of mobile devices by participants during the camp.

To this effect, we have put together a separate **Positive Behaviour Guide** which we encourage you to read.

Behaviour Management Advice:

- Include a discussion around behaviour with your volunteer team on Training Day.
- Volunteers and participants will follow the leader's actions, not their words so try to lead by example.
- Decide a procedure for managing behaviour with participants which everyone understands and agrees with.
- Use your Home Visit to ascertain behaviour issues and how best to deal with them ahead of the camp.
 - You could ask if they have an Education Health and Care Plan, or any Behavioural Support Plans.
- Find a way to convey the purpose of camp to participants at the beginning – otherwise how will they know?
- Be kind but clear from the outset if a child's behaviour is wrong – so that the young person is not looking to find the boundaries.
- Encourage young people to articulate how they think their behaviour has made others feel – rather than remonstrate or lecture them.
- Devise behavioural plans/agreements with the participants individually, as the need arises, and encourage them to articulate the effects of their behaviour on others.
 - Agree steps with the participant that will be taken if the behaviour is repeated and be consistent.
 - Keep volunteers aware of these steps throughout the camp
- Ask volunteers to involve you when speaking with a participant about their behaviour where possible, and ask them to keep you otherwise informed and an incident form written when a sanction has been given etc.
- It is better to praise just one or two 'good' children than tell off the majority. Children will quickly pick up on the fact that other children are being praised and singled out for good behaviour rather than for bad.

Suggested solutions to difficult behaviour could be:

- Give extra praise for good behaviour
- Find out the reason for their behaviour
- Ask them to reflect on how they have made others feel
- Encourage them to take on extra responsibilities
- Devise a step plan. i.e, Reminder, Time-out, Call to parents, Leave Camp.

This is not an exhaustive list; discuss with the families if problems continue and use your initiative.

Deciding when to send someone home

If a participant's behaviour is so extreme that it becomes too disruptive for the rest of the group, they become violent, or the volunteers feel they are not able to cope, then it is important that participant is taken home. The leader should not see this as a failure on their part; the rest of the group and their safety must come first.

Please read the 2019 Positive Behaviour Guide and use this to give thought to how you can encourage positive behaviour on your camp.

INSURANCE

All volunteers and participants, are covered by liability insurance for their own personal liability and that of any third parties. Loss of personal possessions is not covered by our insurance but should be covered by the individual's home insurance. Participants will need to take responsibility for anything they bring with them so it is safer not to bring expensive items, such as iPads and cameras, at all.

MEDICAL

Incident Forms

It's very easy to forget which day a participant 'grazed their shin' or what dose of medicine a parent told you over the phone. Incidents, accidental or behavioural, can be exaggerated after Camp and therefore it is important that we keep clear and linear records that we can revisit. For this reason we require all leaders and volunteers to contribute to the incident book throughout the week.

Some centres may have their own incident/accident book and will ask you to complete it. This needs to be in addition to PHAB's book.

Leaders and volunteers must also record anything they notice at start of the week, grazes, scabs on knees, broken wheelchairs etc. no matter how trivial.

How to Complete:

Each Camp must have an incident/accident book to log any incidents. The incident book is made up of individual **Incident Forms**.

1. As a Leader you must always bring blank forms to each evening meeting, forms should be completed at this time.
2. Volunteers must record what the incident was that occurred, who was involved, any repeat treatment, aftercare or any time that the incident is revisited. Use diagrams on the back to demonstrate any injury.
3. Behavioural cases, incidents of bullying, significant fall-outs or cases where some form of discipline was required should also be recorded in the book.
4. It is good practice to have two volunteers who were present at the incident to sign what is written.
5. Volunteers will hand the forms back to the leader at the end of the evening meeting, signed and dated.
6. A separate **Incident/ Accident Sheet** is provided for lengthy statements, but where possible keep statements short and concise.
7. The leader must then number each form and place them into the ring-bound incident folder which will be provided. At the end of each evening – fill in the **Reference List** – of numbered sheets added. This acts as an index to refer back to and also ensures that an accurate record is kept of forms that come in (and when they came in).
8. When you return from Camp, give your incident file to the Child Protection Officer as soon as possible. The incident files of all Camps will be kept, by the Child Protection Officer, for three years after the Camp in case anything arises once you are home again.

Medication/Medical Officer's Role (see also separate role description on the OneDrive produced 2015)

The Medical Officer is responsible for giving out ALL medication.

- The Medical Officer should collect the medication from the parents/carers on the first morning and cross-check the names on the packets with the Medical Information, Medicines Form and Consent forms to check they tally and there is no medication missing (this can be done on arrival at the centre).
- If they do not tally then you or the Medical Officer must phone the parents/carers to check the dose and record this in the incident book.
- The Medical Officer will use the **Drugs Chart** provided for each participant, which they must

fill in as the medication is administered. Leaders must obtain these from the Medical Officer at the end of Camp and keep them should any problem or query regarding a participant's medication arise after Camp.

- Medication should be locked away whenever possible but make sure that the volunteers know who has the key for access to first aid kit/medical supplies etc.
- The Medical Officer should be kept aware of all injuries, headaches, sunburn etc, and must record these on an **Incident Form**.

Medical Consent Forms

Make copies of the front sheet of all **Medical Consent Forms** and **Epilepsy Forms** for both disabled and non-disabled participants and take them out with you during off site activities. If a participant needed to be taken to the doctor or hospital you will have their details to hand. Don't take the originals out with you; if they were to get lost you may not have any other record of their details.

After the Camp you should destroy any **Medical Consent Forms** you have, in line with the data protection act. Even if the participant comes away again next year we will need to do a new consent form so there is no need to keep them.

First Aid Kit

You may need to provide a small medical kit for your Camp. Discuss this with your Medical Officer but it should only contain essentials such as painkillers, sun protection cream, plasters etc. Most supplies can be purchased as required. Check the **First Aid Form** to make sure if the child is not allowed any basic first aid.

Volunteer Health

- All volunteers should have provided emergency contact and doctors' information prior to the Camp. You should ensure that their emergency contact is not on Camp with them.
- On the night before the Camp, or at training day, ask the volunteers to complete a Volunteer Confidential **Personal Details Form** (available on the **OneDrive**) that will inform you of any conditions that they decide you may need to be aware of e.g. diabetes, epilepsy etc.
- Volunteers' medication should be kept in their rooms out of sight and reach of participants.
- The Medical Officer and leader should make themselves available to the volunteers who may need to discuss personal or medical issues with them.

Emergencies

If a medical emergency arises where a participant needs to be taken to hospital, make sure that the Medical Officer and the leader are not both off-site at the same time. Ideally send another experienced volunteer.

It is essential that you have contact details for the local doctor, nearest casualty, chemist, and maps to each. The centre you are staying at should be able to give you these.

COACH TRAVEL

- You will need to plan how many fixed wheelchair spaces you need on the coach and inform committee. Keep in mind that you will lose a significant number of seats for every fixed wheelchair and you still need enough seats for everyone else. Note that all electric chairs (and some fixed-manuals) have to be clamped in and cannot go in the luggage hold – regardless of whether the participant can transfer.
- Seats will be discussed at committee and booked 1 month before Camp, therefore you must accurately inform committee (by at least the June meeting) how many passengers you need to transport in total and how many clamped chair spaces you need. Committee will then advise you if you will need extra transport to accommodate your Camp's requirement.
- The coach company provides their own clamps and will work the lifts and secure the chairs themselves BUT we asked YOU to CHECK they have done so correctly before allowing the coach to leave.

ACTIVITIES

The centre you are staying at will almost certainly have a list of local attractions and activities, and many of these you may actually be able to book through the centre. Some centres have many on and off site activities as part of the package. You will need to discuss this with them before you start booking outside activities. A good place to start looking for activities is the internet or the local Tourist Information Centre. Don't forget what a good resource the other leaders will be, some may have done exactly the activities you want to do and will have leaflets already. They may also be able to advise you about those activities which were unsuitable.

Most off-site attractions will take bookings from Easter and often you will get a discount if you book early. Try to negotiate a price beforehand, many will give discounts for disabled people and if all else fails you could always try emotional blackmail! Whilst we do want everyone to have a good time on Camp, the pot of money isn't inexhaustible so please do be careful with spending.

Things to Consider:

- Value for money? (The participants may only be interested in it for a short time.)
- Suitability for all your participants
- Travelling time
- Accessible toilets (the committee can supply you with Radar keys)
- Picnic spots
- Risk assessments
- Shelter in wet or very hot weather
- Parking

Where possible try to visit as many of the activities as possible or research well so you have a good understanding of access, toilets etc. Plan alternative activities for wet weather, you will be very lucky if you manage a whole week without rain. We now have a handy check list for activities.

We now have Activity Visit Check List on the OneDrive which can be completed for each activity.

CARE

This section is to be read in conjunction with the volunteer handbook.

Volunteer Allocation

It is advisable to allocate specific volunteers to participants on your Camp. This is certainly good for continuity of care though it can be difficult for volunteers caring for the more challenging participants. You may prefer to allocate in groups rather than 1 - 1.

You may need to be flexible about changing the arrangements. You could also consider allocating participants to volunteers in small groups so that they can share the workload more evenly. Some Camps prefer a system of allocating participants for care morning and night but with different groups during the day. This means that volunteers caring for the more challenging participants do get a break.

Ensure you inform the volunteers who they will be looking after prior to the Camp; this can be on the Friday meeting before the Camp or in the weeks leading up to the Camp.

Volunteers need to know specific medical needs, such as epilepsy, shunts, allergies or the likelihood of becoming sore etc. It is not necessary to tell them all their medical history. It is important that you do a summary chart of all the participants and their needs. This will tell the volunteers of any specific needs their participant has so that they will know when they first meet them. By the time the Medical Officer tells them everything on the first night it may be too late for the child who had an epileptic seizure at the service station or who has an allergy to

chocolate but was given a bar on the coach. See Leaders Resources section in the **OneDrive** for a suggested summary chart.

Groups

You will need to allocate groups of volunteers and participants for personal care, sleeping, activities and minibuses.

You will need to plan groups and sleeping allocations carefully to consider care of the participants. Plan to have at least two volunteers of the same sex in each group. It will be no use if two opposite sex volunteers find themselves half way round Alton Towers when the girl they are with needs two people to help her on to the toilet.

Food

Before you go away, check any dietary needs of the participants and volunteers and inform the centre well in advance. You may need to take certain foodstuff with you i.e. supplements or special diet foods.

If you need to change mealtimes make sure everyone knows this, especially centre staff that will be very cross with you if the dinner is ready and you are delayed and haven't told them.

Be strict about breakfast time; if breakfast is allowed to drift a little each day then it can take much longer, the non-disabled participants will rush in, gobble their breakfast and leave before any volunteers are around to supervise them. It is a good idea to set boundaries around when participants can leave the table at mealtimes i.e. not until after you have given the announcements or permission to leave.

Allow plenty of time for breakfast until you are sure how long it will take; if you have any participants who are slow to feed it can take far longer than you anticipate. Participants will eat at different paces; if you need to make announcements it is best to do this between the main course and desert so everyone is around to hear them.

"Volunteer feed thyself"!

You will need all the energy you can get if you are to survive the week so make it your responsibility to ensure all the volunteers remember to eat! Sometimes they will be so busy feeding participants, loading buses etc, that they will just neglect their own needs.

Bedtimes

Prior to the Camp the bedroom allocations should be sent to the centre. Identify where each participant and volunteer will be sleeping.

- Single-sex rooms are mandatory for all participants and volunteers.
- If it is absolutely necessary to put volunteers in the same room as participants, regardless of the participant's age, there must always be more than one volunteer and more than one participant in all such instances.

NB: if this creates a logistical issue, you must contact the Chair of Birmingham PHAB to discuss.

Bedtime will inevitably get later each day so start the week with an early time and enforce it. It's easier to be strict from the start and relax later than the other way around. Purely as guidelines for participants we have suggested bedtimes of:

- 8-9pm on Junior Camp
- 9-10pm on Senior Camp
- 10-11pm on Venture Camp
- Breakfree, Freedom, Adult Breakaway and PACE Camps tend to go to bed as and when.

Volunteers need to know that being over-tired is not good so try to advise them as well. Again, lead by example, if you stay up until all hours so will the other volunteers. If the same volunteers are being kept awake all night with

certain children you will want to swap them around during the week – even if they claim to be coping without sleep!

Hygiene

There must be two volunteers present at all times with all aspects of personal care.

Always have at least two volunteers in a room with participants, both for safeguarding issues and to help with quick lifting chores which one may be tempted to do on their own.

Laundry

Most centres will have some facilities for washing clothes. You must make it clear that you only intend to wash really soiled clothes. Some volunteers will put everything the participant wears in for washing just because it has got dirty and you will find someone is spending the whole week in the laundry room. Organise a system for collecting laundry and giving it back out, you will usually end up with a pile of lost property. Returning property is extremely important – a lost pair of trousers may seem unimportant to you but may represent a whole week's income to some families.

COMMUNICATION

Communication, both verbal and written, is without doubt the most important skill to develop for leading a successful Camp.

Before the Camp

You will need to write a letter to all the participants and volunteers with details of the Camp including everything you discussed during the visit. This should include:

- A reminder to bring a packed lunch for the first day.
- Clear instructions and a **Car Park Map (see OneDrive)** directing them to the car park to meet the coach.
- Times for departure and return (tell the parents a time to arrive at least half an hour before you intend to leave).
- Contact details of where you will be staying.
- Make it clear to families that they need to make their own way to the car park, if you don't you will find that lots of the parents will ask for transport. If parents do ask for assistance you could suggest that they use some of their contribution money to get a taxi or inform parents of disabled participants about the Ring and Ride service.
- A packing list.

Additional Information for Volunteers

Send out as much written information as possible before Camp to the volunteers i.e. a **Child Information Summary** (see suggested templates in **OneDrive**), what is expected of the volunteers, rotas etc. Comments on Volunteer evaluations showed that most volunteers would like more written information prior to their Camp.

If any volunteers did not attend training day, particularly new volunteers, it is essential that you make contact with them by phone. It is surprising how many just don't turn up on the day and didn't think it necessary to ring and tell you they have changed their mind! Send out a copy of the volunteer booklet to all volunteers who did not attend training day.

Information to Centre

- Prepare and send a list of all the participants and volunteers to the centre before your stay. They may also insist on a room plan.
- Itinerary of activities.
- Dietary requirements.

Night Before the Camp

It is vital to organise a get-together the night before Camp. This meeting is a good time to:

- Ensure that all those volunteers travelling any distance will be at the coach on time.
- Re-introduce the volunteers to each other and have a catch up.
- Discuss the Camp and try to calm any last minute worries.
- Inform the volunteers which participant/s they will be looking after specifically, where they are sleeping, what groups they are in, personality, needs etc.
- Discuss specific medical or behavioural needs of participants.
- Allocate someone to give out badges to everyone when they get there.
- Allocate someone else to stand at the coach and, armed with a large packet of stickers and a pen, label everything as it gets loaded, i.e. wheelchair parts, bags of pads, unlabeled cases.
- Ensure volunteers are aware of the policies they must adhere to.
- Complete the **Volunteer Confidential Personal Details Form** if not already done.
- Get excited about the Camp!!

You may need to organise accommodation for those staying over but there is bound to be a Birmingham volunteer with an offer of some floor space.

General Communication

You will need eyes in the back of your head: you need to know what is going on with just about everything.

Communicate every day with staff at the centre as they will need to know how things are going and about any difficulties, especially if they are involved in your activities. Don't expect everyone to automatically come to you if they have problems, sometimes you will find you are playing detective as well as everything else.

Write down plans for participants and volunteers to see and put on the wall, some participants may forget what they have been told so can refer to lists displayed.

Be happy with decisions you make and try to stick to them, even if sometimes other volunteers are not in agreement. It is often worse if you keep changing the plans. You can't be everyone's friend all the time and will often have to make decisions which are unpopular with other members of the group, both participants and other volunteers. This is where having a co-leader or deputy leader is beneficial, as you can always discuss decisions with them so you are not totally alone.

At the end of Camp

Give feedback to parents, especially for participants with communication difficulties. Tell them about any problems which might have occurred during the week. If you don't tell them the participant certainly will, and it would be so much better coming from you.

FIRST DAY

At the Coach

Your Duties

- You will need to go round and speak to all the participants and their families in turn.
- Collect any pocket money and contribution money and make a record of it as you go. If the parents or carers have not filled in a gift aid envelope and if they are taxpayers, supply them with one to fill in for their contribution money.
- Make sure the families have a contact number and that you have theirs.
- Ensure you have allocated volunteers to give out badges and label items.

Medical Officer's Duties

- To collect all the medicines, so he/she can run through any changes to doses etc.
- To introduce themselves to all the participants and their families and discuss medical concerns they may have.

Volunteers' Duties

- To arrive half an hour before the participants do.
- To introduce themselves to the participants they will be caring for and their families.
- To gain as much additional information as possible and ask any questions they may have before leaving.
- To help load the coach and make sure participants are happy and ready to travel.
- To find out when and how often the families would like their child to call home during the week and get the best number to do this on.

NB: if you are arriving at the Wingate Centre following another Camp, have a brief meeting with the Camp leader of the previous Camp to discuss mini-buses, keys and equipment. And **ask the Medical Officer** to de-brief with the previous Camps' Medical Officer about the medical room and equipment

On Arrival

Your Duties

- When you arrive, and while everyone is getting off the coach, you may need to put names on room doors as well as putting up a central list.
- Meet the centre staff and discuss fire procedures, emergencies and any other information they want to give you.
- Hand out or pin up prepared lists for rotas, activities etc, and make them accessible to everybody, preferably on a notice board that everyone has access to.
- Have a briefing at the start of the Camp (this may be just you and the centre staff or with the whole Camp) - the centre will usually ask for one anyway - to run through any routines or procedures.

Medical Officer's Duties

- Check medication for all participants and complete the Medical Officer's **Drugs Chart** according to what is written on the packets, and cross-check with the **Medical Consent Forms** and **Medication Forms**.
- If the packet instructions do not tally with what is written on the forms contact the parents and explain that on Camp we will follow what is written on the box. This must then be recorded on an incident form.
- Administer lunch time medications.
- It is best for the form to be completed as close to the start of Camp as possible as some participant's medication changes frequently.

Every Day

It is highly recommended that you organise a briefing meeting at the same time each day for the whole Camp to tell them:

- The plans for that day
- What clothing they will need
- What time to leave the centre
- If they need pocket money (if so it is a good time to open the 'bank').

A good time for this is at breakfast although some leaders feel it is preferable not to do this during breakfast due to the distraction of food and clearing up etc., whilst others think that mealtimes are ideal because everyone is together.

Evening Meetings

Organise a fixed meeting time each evening for the volunteers. At these meetings you can:

- Review the day's activities.
- Review any behaviour, relationship problems.
- Answer any questions volunteers may have.
- It is an ideal time to spot if volunteers are not coping well or may need some extra support.
- Discussion can be had around laundry, rotas for the next day etc.

- Plan the activities for the following day, telling them what clothes and equipment are needed for themselves and the participants e.g. waterproofs, swimming stuff, spare shoes or clothes to get dirty. They will need to know if it will be a full day away from the centre, what groups they are in and what time they leave and return to the centre.
- Blank **Incident Forms** should be handed out at each evening meeting and collected in at the end for numbering and then placed in the Incident File.
- Complete diaries for the day.

At the first evening's meeting it is also useful to go through plans, participant's needs, medical forms etc. It is also important to find out how the volunteers are getting on. Make sure volunteers have access to the medical forms so they can check on any queries regarding care. If you are going to make diaries make sure you give them out to volunteers and explain what is expected of them.

LAST DAY

Everybody will be tired on the last day. Consider doing some of the tidying and packing on the penultimate day. It is often easier to draw up a rota for cleaning and tidying and occupying the participants otherwise the same people will end up doing it all. Most centres will expect you to strip the beds and leave the centre clean and tidy. The centre will probably talk you through what is expected but if you are unsure ask them.

Make sure everybody knows what time the coach is coming and where to put their luggage. This is especially important where one Camp follows directly on to another, as we must make absolutely sure that the right luggage stays behind and a different lot goes home.

When the next Camp arrives meet the leader and give an equipment/minibus key handover and ask the Medical Officers to meet for a medication room handover.

Please tidy and leave the centre as you found it for the next group. If you leave all your art and craft in boxes and the next Camp do the same by the time the final Camp ends they are having to do all the clearing up and packing for all the previous Camps too. Please try to keep our store cupboard tidy for the next Camp to visit, even if that isn't happening until the following year. And don't underestimate how big a job this is! If the last Camp feels they can't manage this then they just need to let us know and we can arrange to come up and help.

Nominate someone to take charge of lost property and hold everything up for people to see and claim before you go home. One idea is to have some sweets, and for every item of lost property claimed the individual gets a sweet. This really keeps the participants' and volunteers' attention and much more property is claimed. Finally, if you still have some lost property left, try again on the bus when everyone is in one place.

Check, check and check again for things left at the centre, you can never do it too many times. Make sure the Medical Officer has put any unused medication in the participants' luggage, keeping out anything you may need for the lunchtime doses.

- DO NOT give out a list of the contact details of the Camp participants.
- Volunteers MUST NOT give out their phone numbers to Camp participants.
- Volunteers MUST NOT accept or send friend requests to any of the Camp participants under the age of 16.

Consider a group photo, it will need some organisation and time but is a lovely keepsake of the holiday.

If you have had a good Camp and would like to use that site again you may wish to ask them to make a provisional booking for you for next year. Even if you are not intending to lead next year spare a thought for those who will take over from you. If you do not make a provisional booking there may not be an available site for them to go to.

AFTER THE CAMP

Finances

- As soon as you return from Camp you will need to write up your accounts using the blank **Accounts Sheet** and **Accounts Breakdown** suggested templates on the **OneDrive** provided as a guide.
- You must then return all remaining money to the Treasurer together with your accounts, **Gift Aid Envelopes** and all receipts.
- Please forward copies of your PHAB account bank statements from before and after the Camp.

Lost Property

You will almost certainly have some lost property still remaining. Check for names and return to participants/volunteers. If you don't know who items belong to you will need to circulate a list of lost property to all Camp participants, stating how long you will keep their property and how they should claim it.

DVD

Some Camps make DVD's of photos for all the participants and volunteers of the Camp. This is a particularly good idea for Camps where participants are not able to take their own photos or communicate verbally about the Camp. It will give the families a really good taste of what happened during the week.

Whoever creates the DVD **needs to be made aware of** any participant for whom a photo consent form has not been provided, for whatever reason, and not include photos of this participant.

They should also ensure the photos cannot be copied onto any other medium and the files are protected before sending them to the families and volunteers.

Thank yous

After you return you should consider writing to or phoning all your volunteers to thank them for their input on the Camp. It is worthwhile showing the volunteers they are appreciated; we may want them to come back next year! A standard email to everyone saying the same thing doesn't really feel personal enough for all the work they have done.

Camp Report

Please write a short Camp report for use in our Annual report. It is important that we include a report from each camp to justify our funding for each camp going forward.

This report need to be typed and written in Word. It should cover highlights of the week, including quotes, funny stories and, most importantly, how the children benefited. This can include reference to individual children where relevant. For Junior, Senior, Venture and Adult Breakaway this should demonstrate how well the integration aspects worked for both peer groups. For the other camps, it should outline what the children/young adults achieved on the camp and the enjoyment they got from it. All reports should be emailed to Maxine Ross-Wallis (maxine@bhamphabcamps.org.uk) within a month of the Camp. Please upload these you Camp Folder on the OneDrive.

Debrief Meetings

We will contact you shortly after your camp to arrange a debrief meeting with you to thank you, run through children and volunteer feedback, and understand from you how PHAB may support you better in any aspect in of running a camp in future. The debriefs are led by two of the Trustees of the Charity.

CHECKLIST

Below is a checklist of the sort of things you'll have to think about, described above, at different stages. This is meant as a rough guide to when things may need to be done but obviously each Camp leader will have their own ideas and plans. Remember all the Camp leaders were new to it once and all have a wealth of knowledge and experience that they will be only too happy to share with you. If you have any questions or worries please don't hesitate to contact any of the Camp leaders or committee members at any time.

If you are an experienced leader who is leading with someone new you will obviously want to share all you have learnt with them. However be open to new ideas and suggestions because new blood brought to the Camp will usually make the holiday more exciting and fun. New leaders should listen carefully to experienced volunteers too because they have probably already experienced some of the pitfalls and won't want you to make the same mistakes they did!

Before the Camp	Approximate Time
Visit the site (if you have not visited before). Discuss possible activities with the centre	6 months before
Liaise with the centre regarding any changes etc.	
Speak to the centre if you do not visit	6 months before
Do a budget for your Camp	6 months before
Organise minibuses and coaches	5 months before
Plan activities and the week's itinerary	4 months before
Keep a check on costs and start your accounts	
Buy any equipment you need	
Open separate PHAB bank account	4 months before
Liaise with other Camp leaders	4 months before
Liaise with Medical Officers	3 months before
Book certain activities and trips beforehand	2 months before
Contact all the participants	2 months before
Contact all your volunteers	2 months before
School visit (if you wish)	2 months before
Visit all the participants	2 –1 month before
Attend training day - delegate activities if possible - give out details of the participants to volunteers	
Make sure you read the Birmingham PHAB Camps Safeguarding Policy and keep at least one hardcopy available for volunteers to read throughout your Camp. You may also email this to them if you wish.	1 month before
Letters to Families (where to meet, what to bring etc)	1 month before
Arrange a volunteer get together for night before Camp	1 month before
Letters to volunteers (where to meet, what to bring etc)	1 month before
Organise what coach requirements you have (i.e. how many will need to travel in wheelchair) so that the coach company can be informed	1 month before
Work out which volunteers will be assigned to which participants	2 weeks before
Shopping for Camp stuff	2 weeks before
Find out any dietary requirements for participants and volunteers and send list to centre	2 weeks before
Resume of participant's needs to all volunteers	2 weeks before
Draw up a rota for washing up, teams, activities etc	2 weeks before

Ask to see copies of all driving licences for minibus drivers and check their original of both parts on the 1 st day	2 weeks before
Make badges for everyone (or delegate this to someone else)	2 weeks before
Make awards for end of Camp	2 weeks before
Plan room allocations for the week	2 weeks before
Pick up any equipment you need (if not needed on other Camps)	1 week before
Seating plan for minibuses	1 week before
Arrange night before Camp (sleeping arrangements, transport etc)	1 week before
Check and double check everything	1 day before
Meeting with Volunteers	Night Before
Plan a time for regular evening meetings and tell others	Night before
Plan time for regular briefing meetings and tell others	Night Before
During the Camp	
Label all unlabeled property	First day
Collect pocket money and donations and record what you have received	First day
Introduce volunteers to families before you leave	First day
Put room plans, activity lists etc up where everyone can see them	First day
Names on each room	First day
Camp briefing at centre	First day
Make sure volunteers have access to medical forms if required	On going
Discipline issues (participants and volunteers)	On going
Keep the group running smoothly	On going
Deal with anything and everything that comes up	On going
Organise Camp awards for presentation at the end	On going
Keep everyone informed	On going
Delegate as necessary	On going
Make sure everyone knows what time they are leaving and where to put their luggage.	Penultimate day
Consider booking a provisional place for next year's Camp – book if not Wingate	Last day
Make sure everything is packed	Last day
Minibuses are cleaned and all seats are replaced	Last day
After the Camp	
Complete your accounts & send to Tony Rate (Treasurer) together with any unspent money, contribution cheques, gift aid envelopes and all receipts	First week
Deal with lost property	First week
Write to everyone to say thanks (maybe organise a reunion to keep people warm for next year?)	First week
Write any references that your volunteers want – including filling in D.of E. books.	First week
Write your Camp report (typed in Word and emailed to Maxine)	First month
Send Tony Rate (Treasurer) copies of your pre and post Camp bank statements	First month
Upload relevant notes, helpful templates and activity outlines onto the Leader Resource on the main Birmingham PHAB Camps OneDrive.	First month
Upload your suitable photos for publicity (taking into account which parents have given permission) onto the Photo OneDrive . Contact Andrew Miles for login details.	First month
Be prepared to deal with the unexpected e.g. parental complaints, volunteer grievances etc.	On going
RELAX!!! ...and consider whether you'd be prepared to Lead again or could suggest a successor...	Ongoing

Birmingham PHAB Camps – Leader Essentials 2019

Please read these essentials if you are Leading a Birmingham PHAB Camp in 2019

To ensure consistency and safety compliance across all of the holidays run by Birmingham PHAB Camps, in conjunction with the detailed guidelines set out in the Leader Handbook, **all Birmingham PHAB leaders must understand and follow the following procedures for running all camps.**

Please keep the Chair/Vice Chair informed of any occasion, where it has not been possible to meet any one of these guidelines or been identified as safer not to do so.

Child and Vulnerable Adult Protection

1. Read Birmingham PHAB Camps' Safeguarding Policy before all camps that you run and follow the guidelines within. **Please also take note of the new 2019 Positive Behaviour Guide.**
2. Ensure that all volunteers have been given the Volunteer Handbook which includes a section on Safeguarding.
3. Ensure that volunteers have full access, upon request, to Birmingham PHAB's full Safeguarding Policy before, during and after camp.
4. On camp, no volunteer will be alone with a child/vulnerable adult in a bedroom, vehicle or activity. All personal care requirements (inc. toileting) will be carried out – in consultation with the child/vulnerable adult – with more than one volunteer present to support.
5. All leaders must fully understand Birmingham PHAB's incident record keeping procedure and give out Incident Forms and remind volunteers of their purpose every day of camp.
 - Check all completed forms each day for actions needed, and then sign and log.
 - Completed incident forms must be kept in a secure place during camp and handed to one of the Child Protection Officers at the end of camp.
6. Incident forms should also include any instances where discipline was required and terms stated. Leaders are responsible for any discipline required on camp and volunteers must keep leaders informed of any behavioural issues on the camp at all times.

Training

1. Read the Leader Handbook prior to all camps that you run and follow the guidelines within.
2. Attend Leader Training and additional Child Protection Training as requested by Birmingham PHAB Camps.
3. All Leaders must attend the Volunteer Training Day and take part in training new volunteers.

Finance

1. Allocate a separate Bank Account to Birmingham PHAB Camps for your camp's money.
2. Provide the Treasurer with pre and post bank statements from this account.
3. Provide the Treasurer with a full set of accounts within one month (maximum) of the end of your camp. This must include: receipts for all purchases before and during your camp, and all remaining money in your PHAB account, petty cash, volunteer sponsorship and donated deposit cheques, and parent/other donations.

Preparing for Camp

1. Carry out visits to all participants as described in the Leader Handbook.
2. Ensure **medical consent forms** are completed for all participants prior to camp.
3. Devise and send briefing information to all volunteers and participants – together with your contact details, and **run through these at the pre-meeting the afternoon/evening before camp.**
4. Cover off all GDPR requirements when setting up email/FB/what's app groups.
5. Ensure you have recruited allocated a suitable volunteer to the role of Medical Officer who will be responsible for administering and keeping daily records of all medication administered on camp (**this must not be left to individual volunteers**). Contact the Volunteer Recruitment Team or Chair of Birmingham PHAB if you are having trouble recruiting a suitable person.
6. Identify where each participant and volunteer will be sleeping.
 - Single-sex rooms are mandatory for all children/vulnerable adults.
 - *If* it is absolutely necessary to put volunteers in the same room as participants: there must always be more than one volunteer and more than one participant in all such instances. The Chair of Birmingham PHAB must be informed if this provides a logistical issue.
 - If a volunteer is 17 they must be placed with a volunteer the same age, or in a room with more than one other volunteer – same principle as the “two-volunteer” rule.

On Camp

1. On the day of departure, arrange for volunteers to arrive half an hour before the participants, and prep them for greeting the parents and double-checking care requirements.
2. Know where everyone is sleeping and ensure that a copy of the room plan is displayed in a centrally accessible place for emergencies and fire brigade use.
3. Float on the first night and visit every care group during first personal care session and stress to volunteers to ask before using any equipment they are not sure of. This duty can be shared with other experienced volunteers, as long as they check back in with you to confirm it's been done.
4. Hold short volunteer meetings every evening to:
 - give out incident forms and remind volunteers to fill out as necessary
 - plan for following day
 - check-in with volunteers and gauge any concerns, supplies shortages etc.
 - go over / reiterate policy procedures etc.(NB: on Adult Breakaway, the meeting can also include the participants, but Leaders must make it very clear that they are always available to speak privately on any matter.)
5. Ensure that all participants follow the alcohol and recreational drugs policy, photography, and **mobile devices guidelines** as outlined in the Volunteer Handbook.
6. Ensure that the Medical Officer is giving out all medication and keeping records, and check daily that they have all the support they need.
7. Ensure that the correct wheelchair clamps (for manual and electric chairs) are present on all modes of transport used during your camp.
8. Ensure safe lifting procedures are identified – and agreed with the parent – for each participant who requires mobility support and ensure that all volunteers are informed of these procedures by the first evening meeting at the latest.

We hope you will find this guide useful in the planning and organisation of your Camp. Thank you for taking the time to read it.

Once you have read the handbook we ask that you would read through the concise two-page **Leader Essentials 2019**.

We have also included the concise one-page **Volunteer Essentials** document for you to read.

Once again thank you for agreeing to be a leader, without you the Camps wouldn't happen!!

NOTES: