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Introduction

Spending nights away from home is an important part of growing up. In Scouts, we help young people all over the world learn essential skills that they need for life. It's only natural then that many young people choose to spend their first nights away with Scouts.

To allow you to host safe, fun nights away, we've created a resource with all the information you need to know. Whether you're taking your Scouts to a neighbouring farm or halfway across the globe, this guide helps everyone from adults and Young Leaders to Scout Active Support members plan and run a camp or residential experience that they'll remember for a lifetime.

However long you've been with Scouts, this resource should be the first thing you pack. You'll find guidance to help you with your Nights Away Permit, all you need to know about working with different age groups, and all the basics to setting up a camp where your members feel happy and at ease. Keep this guide handy during the trip, as there are some great little tips and reminders to help you as you go. This is your comprehensive guide to running an overnight trip.

The Nights Away Permit Scheme

Everyone who leads a night away for young people in Scouts needs a Nights Away Permit.

Certain events need different permits, so it's important to know which permit to get before planning your trip. Your permit demonstrates that you're a suitable person with the skills and experience necessary to keep everyone safe.

Find out more at scouts.org.uk/nightsawaypermits



Planning a residential experience

The purpose of a night away experience
Producing a timetable
Ratios for each section
Finding your venue
Prohibited and restricted camping areas
Choosing your site
Getting to the venue



Why spend a night away?

Spending a night away from home can be a real adventure for a young person, and a well-run event will live long in the memory. Camps and residential experiences also provide significant opportunities to discover and develop a Scout's potential. There's so much more that can be done outdoors or at a purpose-built facility than at your regular meeting place. Scouts have the chance to develop and show leadership qualities, learn about nature and see more of the world they live in. They also find out more about members of their group, leaders and other members of the wider Scouts community, helping them to understand the wider world and form relationships that last.

Adults love to participate in residential experiences as much as young people and they're an excellent opportunity to recruit new volunteers. They're often the reason many volunteers choose to get involved. Parents or carers and others in the community will enjoy the responsibility of planning and managing such a trip, so be sure to invite them along and give them something specific to do. Chances are, they'll want to remain involved, even after the night away.

Make a timetable for planning your event

The key to planning a night away or any activity is to start well in advance. Work with your leadership team and give everyone a task, so that one person doesn't end up organising everything. Think carefully about your venue and the scale of the event. If it's popular with other visitors, you'll probably need to be planning six months in advance. Going overseas might take a year to plan, especially if you have to fundraise.

Ratios for each section

It's important that the correct ratio of adults to young people is met. This will depend on the age of your section and where you're planning to go. Your risk assessment for the event may recognise the need for even closer supervision. All you need to know can be found in Policy, Organisation and Rules (POR) at scouts.org.uk/ratios

A sample planning timetable

1. Decide to plan a residential experience

Your leadership team should choose the number and range of experiences for the year ahead at a programme planning meeting.

2. Leaders discuss possible dates

Your event will be harder to organise and less enjoyable for everyone if it clashes with other important dates. Make sure you know when everyone's free. Bear in mind when people will be busy with exams, work or other significant events on the calendar.

3. Leaders speak to young people and receive their input

There's no point spending lots of time and effort planning a trip if the group aren't interested in it. Talk to young people and include their ideas to make sure that they're enthusiastic about the event. Their ideas for activities may affect the programme, where you go and the equipment you need.

4. Create budget outline and set costs

It's important to budget carefully for the event so that you know what is and what isn't viable. It'll also help you advertise the event and explain what you'll be doing on it. There may be grants and subsidies you can apply for to help.

5. Leaders (and older youth members) visit venue before booking

The venue you're visiting will be keen to show how great they are in the brochure. Go and see the facilities yourself. It will help you plan your kit list and might help you find a spot to park or set up camp.

6. Send members, parents and carers all the details (eg timings, costs, activity outline, forms, deposit requests)

Members, parents and carers are busy people. Let them know about the trip as early as possible, so that they can make a decision on whether they're available and keep the dates free in their diaries. A letter keeps everyone in the loop in terms of planned activities and when to pay their deposit. If you can collect deposits early, you can pay for venues, transport and other expenses well in advance. Remember to get clearance from Scouts' personal enquiry procedure, which includes a criminal record check, at this time too.

7. Plan a balanced programme and book special activities and instructors

It's very important that the programme shapes your event and isn't seen as an afterthought. Make sure there's a suitable range of activities that are right for your group. Consider how suitable they are for the ages and abilities of the participants, and check if the activities require an Adventurous Activity Permit by looking at the POR rules. See Chapter 3 for more on programme planning.

8. Assess the risks of the event and plan how to manage them.

With the leader team, work out risk assessments for all the arrangements of the event, including the activities being carried out. Some of these may be provided by an external party, so make sure you check their paperwork too, including qualifications. Have suitable controls for the hazards identified and an effective method of informing all young people and adults about them. You'll agree between you an adult to take on the role of leader in charge, who will keep an overview of safety matters for the event. Send copies of your risk assessments when you submit your Nights Away Notification (NAN). See chapter six for more information on managing risk and further guidance in FS120000 at scouts.org.uk/safety

9. Identify and confirm all equipment, activity and travel arrangements

Make sure all equipment's available and in a safe, good condition. Repair or replace anything that's not up to scratch. There's still time to replace equipment if you need to.

10. Inform the District or County as appropriate

Follow the notification procedures set out in Chapter 9 of POR.

11. Arrange pre-event training, if required

The group and leadership team will thank you later for preparing them for planned activities now. Bear in mind that everyone will be looking to take something from the trip. Leaders, for example, might be taking part to get their own Nights Away Permit, and should contact the local Nights Away Adviser for support and advice.

12. Plan menu and pre-order supplies, if necessary

Prepare a menu that takes into account everyone's dietary requirements, including allergies and religious practices. You could use a supermarket ordering

service online to get everything you need, though you'll need to double-check that they deliver in bulk and can get to your venue. Go to Chapter 7 for more on catering.

13. Hold meetings for parents and carers, if appropriate

For many parents and carers, this will be the first time they've sent their child on a night away on their own. Meeting with them can help, as you can answer any questions they may have and show them your plans. Go through any kit requirements, so that they can help their child prepare and don't end up buying the wrong thing. Explain to them how InTouch works and the challenges caused by young people using mobile phones. Ask for any additional dietary or medical information that you need, and make sure they understand the need to keep you updated if medical information changes at the time of the event.

14. Provide members with final details

Confirm your arrangement (ie bookings, cost) with your venue and pass the details onto those taking part. Let them know if anything's changed since you last contacted them.

15. Members pay final fees

It's always better to collect all fees for the trip before you leave. All arrangements, such as paying in instalments or getting grants; should have been taken care of by now. This allows you to cover all the costs of the event when required and not be left owing money.

16. Give the equipment a final check

Large items should be checked six weeks before you go, while small items can be checked two weeks prior. It's a good idea to get everything together in one spot to look through it all the week before you leave, just in case anything has broken or need replacing.

17. Go!



More info

For any activity or event, an InTouch system needs to be in place in case of emergencies. Head to scouts.org.uk/intouch to set this up.

Finding your venue

There's a variety of suitable venues for your night away. Each one will have advantages and disadvantages.

Speak to someone who's run this kind of event before, such as your section's Assistant District Commissioner, District Explorer Scout Commissioner, Nights Away Adviser or another volunteer. Attending a District Leaders' meeting and asking your questions there might be helpful too. Talk to as many people as you can to get a general idea of what you need to run the event and what the venue is actually like. Remember that your needs might be slightly different to theirs.

Go online to research locations and venues. It's much easier to see which places are close enough and which are available when you need them. You can find listings for venues on **scouts.org.uk**, as well as on County and District websites. Commercial venues should be easy to find on a good search engine, though bear in mind that these may be open to the public and unsuitable for some activities. Check reviews online to see what other visitors thought. Most editions of Scouting magazine include adverts for venues on the back pages.

If you've found your location, the County or District Commissioner for that area might be able to give you more information about a local venue. The Scouts Information Centre can give you their contact details.

Lots of venues will be happy to help with information about local attractions and activities. They'll also know about local transport services, if this is something you need. For more local knowledge, contact a local tourist information office or a local library. A Google search of the area should also show local businesses, transport routes, shops, hospitals and other services.

Scouts runs a number of Scout Adventure Centres, which are purpose-built to give Scouts everything they need to enjoy a night away. An onsite team can help with planned activities and any extra support you may need. Go to **scouts.org.uk/sac** to find out more.

Prohibited and restricted camping areas

Scouts keeps a list of areas in the UK that are unsuitable for use as campsites.

This list is arranged by location and shows why a venue might be unsuitable or reasons why caution should be exercised when using it. This may be due to natural or human factors that've been reported in the past by other groups, such as being an area prone to flooding, close to a firing range or if the land is used for livestock.

Check this list as early as you can in the planning stages. If visiting a venue that isn't Scout-owned, it'll show you whether the facilities are unsuitable and information about who owns it. Sorting this out early is important to avoid disappointment later when the event details are passed to your relevant Commissioner.



More info

View the full directory of prohibited and restricted camping areas at **scouts.org.uk/prohibited**

Choosing your site

Always visit the site or venue you're using before you book anything. Take other leaders and older members of the section along with you, if appropriate, to get their opinions.

Seeing the venue for yourself is the only way to make sure that it meets all your requirements. Like viewing a house, try to visit on a bad day to see what the conditions are like and how they might affect your activities. Check the facilities to make sure they're suitable and take some pictures or video to show everyone.

Make a checklist of your requirements before you visit to make sure you get a look at everything. The last thing you want when you're planning is having to make multiple visits to the venue.

Other things that might be important could be the location of public transport, cycle routes or airports, as well as who'll be using the site while you're there. Your checklist will need to reflect the kind of event you're hosting, but we've created a sample one to get you started.

Venue list

Before setting out

- Have you told them you're coming?
- What's the venue's full address and contact details?
- Is the venue available for when you want it?
- What are the venue charges?
- What time do they ask visitors to arrive and depart?
- Has the site had livestock on it within the last three weeks before camping? If so, there's a risk of E.Coli 0157

Getting there

- What route will you take?
- Is it accessible by public transport?
- What's access to the venue like?
- How long did it take?
- Is it an easy journey?
- Is there a suitable place to stop for a break?
- Is it well signposted?

At the venue

- Is there easy access for vehicles for loading and unloading?
- How much space is available?
- Are open fires permitted?
- Is there enough wood for cooking on an open fire?
- Is the kitchen large enough?
- What's supplied in the kitchen?
- Are there enough table and chairs?
- How will you dispose of waste?
- Where's the nearest water supply?
- Is it likely to flood?
- Is the ground level enough for tents and games areas?
- Is it sheltered from the wind?
- What are the washing facilities like? Are there enough?
- What other facilities are there at the venue?
- Are the buildings, bunk rooms and toilet facilities adequate?
- Are they easy to separate for adult and young people?
- Is the accommodation suitable for males, females, adults and young people?
- What are the rules at the venue?
- Are there any obvious hazards, such as electricity pylons?

Near the venue

- Where are the nearest shops?
- Where can you get items such as fuel or mantles for lamps?
- What time do local facilities close?
- Where's the nearest petrol station?

Activities

- Are there any local or on-site activities?
- What are the local attractions? What are their prices and opening hours?
- Is there enough woodland or open space for activities?
- What and where are the local places of worship?
- Are there any local events or festivals happening during the stay that could be built into the programme (or need to be avoided)?
- Will anyone need an Adventurous Activity Permit?

Emergency facilities

- Where are the nearest doctor and dentist surgeries? What are their contact details and opening times?
- Where's the nearest hospital with an accident and emergency department?
- Where are the nearest dispensing chemists and what are their hours?
- Is there likely to be a fire drill while you're at the venue?
- Where are the assembly points?

Getting to the venue

Cars and minibuses are the most common methods of transport for trips with Scouts. Before setting off, there are a number of things to consider.

Payment

How will you fund your travel to and from the venue, and are there any grants or subsidies that could help? If you're hiring a vehicle, who'll cover the cost of the rental and fuel? There's also 'use for hire and reward' insurance requirements on private vehicles to consider. The Scouts Information Centre has a guide to help you and are able to issue minibus permits. Local authorities often run minibus hire schemes, though you must book well in advance to use these.

Number of drivers

If you're going a long way, you may need to bring another driver, especially if you're doing something active. A second driver should ideally sit out activities to stay fresh. Remember to factor in the cost of this.

Seating arrangements

Will any of your members need a booster seat? Anyone under 1.35 metres tall or under the age of 12 is required by law to use a child car seat when travelling in a car. Encourage parents or carers to loan a seat that's the right size for their child.

Transporting equipment

How will you get all your gear and equipment to the site? Take care not to overload the vehicle, as you may be stopped and forced to abandon items to reduce the load. You'll be unable to go on until you've done this. Your driver could also receive penalty points and a fine as they're responsible. Make sure you have the right vehicle for the job.

Check your vehicle

Check that your vehicle's roadworthy before and during your event. Make sure everyone's seat-belt is correctly fitted and that any equipment is stowed safely. Before setting off, the driver should always check that everyone's seat-belts are fastened. Make sure all emergency exits in the vehicle stay accessible at all times.

Lifts from parents

Check that parents or carers who volunteer to give lifts are happy to do so. There should be enough space for everyone without overloading the vehicle and the driver should be accustomed to being around lively young people. For travel to local venues, asking parents or carers to pick up and drop off children at the venue is a good idea. Any parent or carer who gives a lift to someone else's child or children should be approved by each child's parent or carer and checked by the personal enquiry procedure. Look at your Yellow Card for more advice on appropriate travel arrangements.

Greener alternatives

Alternatives to cars and minibuses are better for the environment and might serve your purposes just as well. If it's possible to reach your venue on public transport, a group booking could save you money. This applies to coaches, buses, trains and planes. If flying, everyone will need a form of photo ID with them, preferably a passport. Make sure there's plenty of adults to supervise travel on public transport.

Travel to the venue could be made a part of your adventure, if it's relevant to the programme you're following. It might even help the group towards achieving challenge awards or activity badges. Consider hiking or cycling to the venue, where possible. This is more fun, active and cheap! Whichever method you choose, put it in your risk assessment too, as travelling is one of the most hazardous activities when it's taken for granted.



Effective administration

Initial planning and advance publicity

Planning a budget

Managing the budget

Staying organised

Camp banks

After the residential

InTouch



Initial planning and advance publicity

You and your leadership team will need to decide how many nights away events you want to provide during the year:

- For a Beaver Colony, a couple of nights away per year may be all that's needed
- For a Cub Pack, there may be scope to plan many more, using Pack holiday centres and camps. Check District and County plans for more opportunities.
- For Scout Troops, Explorer Units and Networks, it may be possible to do regular nights away, including everything from traditional camps to international expeditions.

When you and your team have chosen what you'd like to do, share it with the young people in your group and use it to shape your programme. If everyone's happy, you can get the venue booked and put the date into your programme plan.

Letting families know well in advance of the event will help them feel good about it, mark it on their calendar and make sure they're able to take part. Some sections publish a newsletter or diary of upcoming events, so that everyone is kept in the loop. However you choose to tell people, make sure you tell them the following information:

Activity: What the event's called

Venue: Where it's happening

Dates: When it's happening

Cost: What it might cost (approximately)

Details: What the group will be doing and why everyone should go

You'll have carried out risk assessments for the event by now. These will help shape the guidance you give to the families to help them prepare for it. It's important that they understand the nature of the activities the young people are taking part in and also have advanced notice of any extra personal clothing or equipment that they may need to bring with them.

When the event draws closer, produce a more detailed information sheet for everyone involved. This could be posted on your website, emailed or given out during meetings. Think of as many ways as you can to share the information. Some families will get back to you straight away, while others might take longer to respond. It might be that they're not sure about the event, location or date. Share as much

detail as you can to keep everyone up-to-date, so they can make an informed decision and give you an answer quickly. When communicating with parents and carers, try to use familiar terms and avoid jargon. Whenever possible, ask for a financial commitment to the event in the form of a small deposit.

Nights away notification

Before giving out your joining instructions, make sure you complete the necessary notification set out in POR, Chapter 9.

Joining instructions

Joining instructions usually confirm the arrangements for the event, and can also provide a kit list and Activity information form.

Kit list

What those taking part need to bring with them depends on where you're staying, the type of accommodation, what you're doing and what time of year it is. You should make a kit list specifically for each event and make sure your young people, leaders, parents and carers all see it well in advance. A meeting with parents or carers to go through the details is a great way to help everyone to understand what kit's required and some cost effective ways of getting it. This will help keep the event inclusive.

Check how familiar everyone is with the items on the kit list. People who haven't been camping before may not know what to expect. It might be useful to show everyone what a 'warm' sleeping bag is, what a sleeping mat is for and what a cagoule looks like. Give them some idea of what kind of bags to use, what footwear everyone will need and anything extra they may need for activities.

Make clear what people can and can't bring with them on a night away. Expensive gadgets and electronic toys, for example, aren't appropriate. It's important to set some ground rules with families and members early on over the use of mobile phones on a night away. Phones can undermine the InTouch process you have put in place, in particular when they're used to contact parents or carers who then get worried about their child. Agree on when and how phones can be used responsibly on the event.

In the event that something goes wrong, phones can make life considerably more complicated. Having control of phones (or none with Scouts) means that only one person calls the emergency services, where necessary. It also stops anyone filming or recording anything that other people may want to remain

private. Some young people don't have phones and could be made to feel left out or bullied.

If you decide to allow mobiles, perhaps the best compromise is to restrict their use. You could collect them in at the beginning of camp and, if you have somewhere secure to keep them, allow their use for evening calls only. This is something that'll be considered when you put your InTouch system in place: scouts.org.uk/intouch

Nights away kit list

All young people will need to bring their personal equipment and should be encouraged to pack themselves. This list is only a guide:

- Complete uniform
- Scarf, hat and gloves
- Warm sweaters, jumpers, hoodie or sweatshirts
- Sun hat, sun-cream and sunglasses
- T-shirts or similar
- Trousers or shorts
- Sleeping bag
- Foam roll-mat
- Spare underclothes (one pair per day)
- Plate, bowl, mug and cutlery (non-breakable)
- Spare socks (one pair per day)
- Tea towels
- Nightwear
- Personal wash kit and towel
- Torch and spare batteries
- Hiking boots or strong shoes
- Personal first aid kit
- Waterproofs (coat and trousers)
- Day sack and robust drinks bottle
- Swimwear and towel
- Polythene bags (for dirty clothes)
- Hankierchiefs or tissues
- Teddy!

It's best to pack a rucksack or sports bag that you can carry on your back. Suitcases are not suitable for tents. All items should be clearly labelled with their owner's name.

Activity information form

This form allows you to find out everything you need to know in terms of medical information for everyone in your group, including leaders. Keep it somewhere safe and to-hand, so that they can be found quickly in an emergency. This information's important for medical authorities, such as doctors or paramedics who're helping you, though they'll always contact the parent/carer first if permission's needed for medical treatment.

It's good practice to make clear to parents or carers

that you'll give any minor medications or treatments yourself where deemed necessary. The form allows parents or carers to point out any medications their child can't have. Remind parents/carers that you need an update immediately before the event if there are any changes. You should have a contact number for them too, in case you need to double-check. Make a log of any medications or treatment given during the event.

On the form, parents or carers should point out any known infectious diseases or allergies their child has, and any medications being taken. If a course of treatment is ongoing during the event, make one leader responsible for handling or overseeing the process. There's also space for parents or carers to fill in special dietary requirements. Look for Nights Away Notification Form (FS120082) on scouts.org.uk

Planning a budget

Camps and residential experiences should aim to be self-financing, so establish a budget early.

You'll soon find out how much everyone in your Group, Unit or Network are able or happy to pay for the trip. Try not to plan your trip alongside any school trips or other events that members of the group are likely to be part of, as they're unlikely to want to pay for both. Also, space out larger, more expensive expeditions or trips abroad, to allow everyone to save enough for them and be aware it may affect participation in other events you plan around that time.

Decide whether leaders and adult volunteers should go free, as they're giving their time, or whether they should pay too. Meet with your Executive Committee to decide this policy. This needs to be clear and obvious from the planning stage onward, and allowed for in the budget. You also need to think about:

- Whether Young Leaders helping out should get a discount
- Whether siblings at the same event should get a discount
- Whether there's any help available for anyone who might struggle to pay the fee
- How financial assistance can be given in a way that's discreet and sensitive

Here are two examples of budgets:

1. Twelve Explorer Scouts are going to camp at a local site. They plan to cook their own meals over an open fire. They're going to build rafts on Saturday morning and do a hike in the afternoon. On Sunday, they're going

to use a climbing wall for an hour. The table below allows you to calculate how much to charge and what the impact might be on the cost if fewer people attend. For example, if only nine Explorers attend, most costs are unchanged. The food cost will come down by £27 to £81, while the site fee comes down by £18 to £66. The cost of the whole trip to each person remains £25 each.

2. A Cub Pack plans a weekend at an indoor venue. After drawing up the budget, you might decide that the trip's too expensive. Even if savings were made on food and activities, the transport's too much, making up nearly a quarter of the total cost. In this instance, it may be better to find a closer venue that's easier to get to, or cheaper means of transport.

Consider your budget under four headings – FAST.

Food

Everything from food and drink to refuse sacks and toilet rolls. It's often easy to attribute a cost per head to this early on; £4–£6 per head per day may be realistic, depending on whether you're taking Beavers or Explorer Scouts. It'll vary depending on where you shop and whether you have access to a supermarket.

Activities

Your activity budget will cover everything you plan to do, from days out to craft materials and prizes. Sometimes it's easier to set an amount per head and see what it'll allow you to do.

Site fees

This element of the budget covers the cost of the site for camping or the use of the venue. This is an element of your budget that you can often set early on – simply by looking at the prices for the site you're using.

Transport

This budget can vary hugely. It covers the cost of transport to and from the venue and any travelling you do during the event. Some sections will use parents or carers to transport members of the group, which in effect removes the cost from the budget. Other sections might have their own minibus, and this can be charged out to the event at a fixed rate per mile. Scout Network members may make their own way to the venue, either by public transport or in their own vehicles. You may need to make sure that there's adequate parking on or near the site.

Larger events may be **FASTA!**

Administration

You may need to put money aside to cover postage and production of significant amounts of information.

Below, example one

		Total for 12 Explorer Scouts (£)	Cost per head (£)	Total for 9 Explorer Scouts (£)	Cost per head (£)	Notes
Food		72.00	6.00	54.00	6.00	Both groups will purchase their own food, so very little economy of scale can be achieved.
Activities	Rafting	18.00	1.50	18.00	2.00	Site charges £18 for the use of pioneering equipment for raft building.
	Hiking	12.00	1.00	12.00	1.33	Will need to purchase two new OS maps of the area.
	Climbing	36.00	3.00	36.00	4.00	Session includes an instructor and use of all equipment.
Site fees		84.00	7.00	66.00	7.33	£3 per head per night (including the two leaders).
Transport	Group minibus	12.00	1.00	12.00	1.34	48 miles at 25p per mile (£12).
Total		234.00	19.00	198.00	22.00	
Proposed charge			25.00		25.00	Charging £25 is a convenient round figure which will simplify payments and will allow a contingency/surplus.

Below, example two

	Total for 36 Cub Scouts (£)	Cost per head (£)	Total for 30 Cub Scouts (£)	Cost per head (£)	Notes
Food	180.00	5.00	150.00	5.00	The local supermarket can deliver to the site which saves having to transport it from home.
Activities	360.00	10.00	300.00	10.00	Rather than identify all the activities you might like to do, this sets a ceiling and you would have to design the programme around the budget available.
Site fees	540.00	15.00	540.00	18.00	The venue is a fixed cost, so if few take part, the cost per head must rise.
Coach	432.00	12.00	432.00	14.40	The coach allows everyone to travel and arrive together, rather than relying on parents. There is however a cost implication to the budget. It might be cheaper to borrow minibuses from other groups in the District.
Total	1512.00	42.00	1422.00	47.40	
Proposed charge		50.00		50.00	

Managing the budget

If your Executive Committee allows it, sections can manage their own bank accounts. For very large events, such as an international camp, it may be a good idea to open another account just for that trip. For more information, go to Chapter 3 of POR (scouts.org.uk/por).

Keep a clear log (ledger) to show you the following at a glance:

Who's paid

Giving everyone a receipt for their payment is a good idea. If this isn't possible, write down the name of those who've paid and how much they've given you.

How payment was received

Write down whether the payment was by cash, cheque or bank transfer. These figures are entered separately in the paying-in book.

What's been paid for

Give each activity or event its own column to make it easy to see what each payment is for. Payments that cover different activities or events can then be divided into the right column. This is a good way to check what's been paid for and what remains outstanding.

All payments made

To help keep track of money spent, depositing all fees received into a bank account as soon as possible is the best course of action. Many venues and other businesses might be reluctant to accept cheques or cash payments. A bank transfer is secure, simple and recorded, which helps keep a clear audit trail.

Keep a track on all expenses to make sure they fit with the budget you set.

Take note of which foods the group liked and which they didn't. Once you know what everyone likes, you can run a similar menu for multiple trips. Non-perishables like tea, coffee, juice and tins can be kept for future nights away.

When your members have committed to attending the event, it might be a good idea to make up a summary sheet with key information that's useful to know at a glance.

During the residential

Keep track of all bills and payments during your event. Make sure that any payments made with credit cards are reimbursed quickly to avoid interest charges.

Sample page from a ledger showing money received

Date	Name	Cash (£)	Cheque (£)	Spring camp (£)	Water activities day (£)	Archery course (£)	District challenge weekend (£)
4/03	Paul Marsh	25.00		25.00			
	Peter Swan		40.00	25.00	10.00	5.00	
	Jane French	35.00		25.00	10.00		
	Liz Flint	5.00				5.00	
	Tanya Greaves	40.00		25.00	10.00	5.00	
19/03	Dak Shah		50.00	25.00			25.00
	Sachin Shah		35.00	25.00	10.00		
	Orla Tomkin	10.00			10.00		
	Katharine O'Neal		30.00			5.00	25.00
	Nial Walsh	5.00				5.00	
Totals		120.00	155.00	150.00	50.00	25.00	50.00
	Banked 21/03	275.00		275.00			

Sample page from a ledger showing money paid out

Date	Payee	Cheque (no)	Amount (£)	Note of payment
6/03	Sand Down campsite	001	50.00	Deposit for spring camp
20/03	Anytown water activity centre	002	50.00	Fee for five Scouts on Sunday 19
20/03	Anytown District Scouts	003	25.00	Evening archery course for five Scouts

Summary sheet for a party going on a narrowboat

Name	Deposit (£)	Balance (£)	Health form received	Special requirements	Nights away to date	Previous trips	Travel arrangements
Paul Marsh	15.00	25.00	y	No fish	19	2	Minibus
Peter Swan		40.00	y		6	2	Minibus
Jane French	15.00	25.00	y		2	0	Minibus
Liz Flint	15.00	25.00	y	Hayfever	8	0	Minibus
Tanya Greaves	15.00				2	0	
Dak Shah		40.00	y		9	0	Minibus
Sachin Shah		40.00	y		17	6	Minibus
Orla Tomkin	15.00	25.00	y	Asthma	29	4	Car – 9pm

Camp banks

A 'camp bank' helps young people control how much they spend on the trip, so that they don't run out of money before the end of the trip. Let everyone know approximately how much money they'll need (if any) for outings and activities. Camp banks are good for trips lasting two days or more, particularly for Cubs and Scouts. Money can be given to a leader before departure for them to keep safe. Make sure this is a sensible amount in sensible denominations, kept (for example) in an envelope for when it's needed. Each envelope should have a note of the total amount held, the date it was taken and how much has been taken out for spending. Accounting for all money is essential and it must be kept in a secure cash box when not held by the leader. Using a small book as a ledger for each Scout can be a good way to keep track on the monies held. A camp bank's also useful on overseas trips where different currencies will be used, to help each person have the right money for the right place.

After the residential

Your log (ledger) shows all the money you received for the trip and everything you paid out in costs. To help plan future trips, use this information to budget expected income and spending.

Evaluate the event

It's good practice to review how well your event went. You should do an evaluation of both your staff team and one with young people. This could be done at the end of the event itself if there's time, or perhaps in your next meeting. Record your findings appropriately and keep them with your programme details and correspondence. This will be a good reference point for the next time you run this event, or to help someone else running the event.

Thank your staff team

Helpers will appreciate a card or small note of thanks. Thanking people will hopefully retain their support for next time.

InTouch

All events and activities in Scouts must have an InTouch system in place including residential experiences. This makes sure that everyone knows how communication will take place in the event of an emergency.

For more information on InTouch, head to scouts.org.uk/intouch

Sample review sheet of a Pack holiday weekend

	What	Why	Next time we will
What went well	Indoor campfire	Good leader	Ask Barry Smith (the Cub Scout Leader from 21st Newtown) again
	It's a Knockout	Equipment realistic	Spend sufficient time beforehand setting up the activity
	Food	Varied and tasty	Ask Pat again
	Climbing	Everyone got to the top	Think about doing more activities that link in with badges
	Craft activity	Everyone got involved and worked quietly	Purchase more craft material and spend longer on the activity
Difficulties we had	Spent too long sorting out who sleeps in which dormitory	Should have been arranged before we arrived	Sort out friendship groups before we go
	Food arrived very late	We booked a late slot for delivery	Arrange delivery between 5pm and 7pm
	Archery	Lot of standing around	Have smaller groups so all get longer go
	Some Cub Scouts got wet in rain on Sunday morning	Did not have decent waterproofs	Cover this point more clearly in parent briefing
	Kevin's mum got lost	Did not have a postcode for her satnav	Provide maps and full address (including postcodes) for all drivers

Creating your programme

Programme planning

Adventurous Activity Permit Scheme

Planning your balanced daily programme

Beaver Scouts

Cub Scouts

Scouts

Explorer Scouts and Scout Network



Programme planning

Each programme will be different from section to section, but will be built in a similar way. Be open to using working practices that've been successful for other sections.

Choose activities appropriate to the age range

Put the needs of all young people into any programme first. Beavers and younger Cubs are more likely to enjoy games and activities with clear themes, as well as a few adventures. Older Cubs and Scouts will enjoy adventurous activities such as canoeing, hikes and climbing. Explorers and Network members have different needs again, and will enjoy new challenges and fulfilling experiences with less supervision.

Talk about your programme and events with members before planning anything to see what they think. Older members will have more input into the programme they'll be doing. Make sure the programme you're planning is something the whole group can get excited about.

Requirements of a successful programme

Activities that challenge and excite everyone, while making good use of your facilities and equipment, are essential. To plan the programme, you'll need enough adult helpers, an adequate budget and a clear picture of what resources or facilities are available. Without these, your group could become bored or restless and they won't take much from the activity.

The leaders regularly supporting the section are best placed to provide the support needed for a residential event. This is because they're familiar with the group. Where these leaders are unavailable, a good alternative is to ask leaders from other sections or Groups, a Scout Active Support Unit or some parents, carers or friends to help out. This is a great way to increase cooperation with other groups and get new volunteers involved. Certain adventurous activities require someone with a specific qualification, to maintain the safety and wellbeing of the group. Your District or County team can help you with support and advice about this. All individuals you recruit will need to go through the Scouts vetting process, so make sure you ask them well in advance of the trip.

Adventurous Activity Permit Scheme

Scouts has a formal Adventurous Activity Permit Scheme to approve people who lead adventurous activities.

You'll find details about adventurous activities covered in POR chapter 9. Check out scouts.org.uk/a-z



More info

scouts.org.uk/por

scouts.org.uk/activities

Planning your balanced daily programme

Nights away can add lots of extra content for members as part of a balanced programme.

For younger members

The younger your section, the more detailed the programme needs to be, as young people tend to have shorter attention spans and like continuous activities.

For older members

Older members, on the other hand, will benefit from and enjoy having spare time at camp to:

- sit and chat with their friends
- explore
- have their own spontaneous activities.

Things to consider when planning:

The style of programme for your event depends on:

- The age range in your group
- Your groups' skills and needs
- How many members are taking part in the programme
- How long the event is
- Where you're staying and what facilities there are
- What your leaders can do
- What objectives your members have
- What the conditions (ie weather) are like.

How to plan

1. Make a list of what you'd like to do, after discussing this with leaders and young people. Think about activities that you can only do on this event, and not at your meetings or locally.
2. Add to the list any facilities or activity available at or near your venue. Choose whether to build the programme around:

- What your members would like to do
- An award like a Challenge or Activity Badge
- A theme that the group's interested in
- What can be done at the venue
- What activities the leaders can run
- Local or national events

Themes

A theme is a particular subject or topic on which to base your event. Themes are particularly good for capturing the imaginations of younger members. For example, an 'Adventurers' theme could see fire-lighting and backwoods cooking turn into the adventurers' fight for survival on a tropical island. You'll find a full-themed programme for Beavers and Cubs in the appendix.

If choosing a theme, find one with which the young people can readily identify. For example, a prehistoric theme for a Cub camp could mean seeing the site turn into 'Jurassic Park' and giving the group dinosaur names. They could eat brontosaurus burgers and leaders could become Fred or Wilma Flintstone. The Cubs could go tracking for dinosaur footprints and hunt for dinosaur eggs. A wide game could lead them to avoid velociraptors while trying to collect dinosaur DNA stocks from the laboratory.



More info

Be sure to check out our programme planning tool and activities database at scouts.org.uk/programme-planner

Constructing the programme

When you've got all your ideas or themes, the leaders should create the programme. The best way to do this is to go through all the ideas together with young people and pick out favourites. A leader can then write up a finished programme and work out any potential issues (eg timings, costs) before giving it out to the rest of the team. If you have access to another programme, either one you've used yourself or someone else's that worked well, try and use this for reference. You can leave out things that didn't work and keep things that did.

If you're new to running a nights away event, invite someone along who's experienced to help plan the event, even if they're not able to attend.

Planning for wet weather

Think about different things you can do in case it starts to rain. Here are some tips:

- Beavers and Cubs will need enough indoor space or marquee accommodation to come together and do their activities.
- Check on tents and exposed equipment to make sure they're staying dry inside.
- Make sure no-one touches the sides of the tents. Explain why to those that may be new to camping.
- Leave time between outdoor activities for warming-up and drying out.
- Have plenty of hot drinks.
- Make sure everyone's got boots and outer garments that are waterproof.
- Advise that everyone wears lightweight trousers or shorts outdoors.
- Add an extra layer and a hat to help warm up.
- Have waterproofs ready to use. Make sure everyone has brought them.

Planning for hot weather

- Bring plenty of factor 30 or higher sun cream. Encourage everyone to put this on themselves every two or three hours. If anyone has an allergy to sun cream, they should bring their own alternative cream to put on. Check the medical form they've completed.
- It's not appropriate for an adult to apply sun cream, other than to their own child.
- Follow this rule of sun safety – 'Slip on a top, slap on a hat, slop on sun cream.'
- Make sure there's lots of drinking water available all the time, as well as some fruit squash, with hourly breaks for cold drinks.
- Try to make sure that activities take place indoors or in the shade wherever possible.
- Encourage everyone to wear a hat with a brim or peak.
- Scout scarves can be worn to protect necks and shoulders from the sun.
- Everyone should wear at least a T-shirt at all times when out in strong sunlight, even if doing activities in or around water.
- Prepare to stop activities earlier or make them shorter, as everyone will tire quickly.
- Change energetic activities or run them when it cools down, such as in the evening.

Alternative programme ideas

In case of extreme weather conditions, have some activities ready in case you can't follow the original programme. Here are a few easy ones to set up:

- If you have transport, go to a leisure centre or place of interest
- Do an indoor sing-along, team quiz or arts and crafts-based activity
- Go to the cinema
- Have a water fight
- Do a drama or video-based activity.

Programme elements

The central elements of your programme should be the practical activities you've planned. These may be specific to your section and some ideas follow in this chapter that can all be enjoyed alongside the planned programme:

Wide games

A wide game is a game played across a large area, like 'Capture the flag'. Camps are a great opportunity to organise a fun wide game, as there's usually lots of outdoor space. They're good to promote teamwork and decision-making, while keeping everyone active. Wide games will keep all ages occupied if they're well thought out and can be played at any time of the day – especially at night! There are loads of ideas for wide games in our online programme planning tool:

scouts.org.uk/programme-planner

Campfires

Campfires have always been a part of camp life in Scouts. The shared experiences of the campers will give each campfire its own special atmosphere. Like any other activity, campfires don't just 'happen' – they take planning and preparation.

What is the secret of a good campfire?

A well-built fire can be fed with more wood as and when it's needed. Once you get the hang of it, you'll be able to build a fire that lasts as long as you need it. 'Pyramid' fires are ideal for campfires, as they burn in on themselves rather than tumbling out of the fire pit. In Chapter 5, there's instructions on how to build one. Planning ahead is important to make sure that there's enough wood collected, including kindling, and that it's kept dry so that it'll light easily. Don't make the fire too big, or it'll get too hot, and don't throw any rubbish on it until the campfire has ended.

Maintaining the fire

A different leader to the one leading the campfire should build and restock the fire. There should be a bucket of water and a spade handy at all times, for emergencies. No-one sitting round the fire should throw anything into the flames – tell the groups this when you arrive.

Seating

Think about everyone's safety and comfort around the campfire. Around the fire, you should have a mix of adults and young people seated together, so that there's a responsible person to manage the blaze. Seating should be dry and stable. If possible use chairs, logs, blankets or groundsheets if the ground is wet. Leave a space for the person leading the entertainment to safely stand and move around as necessary.

Collecting the ashes

You could collect the cool ashes of the previous night's campfire and save them to add, symbolically, to the start of your next fire. You'll be taking with you the fun and friendship of each fire, and the people you met and sang with. Perhaps you can save ashes from one year's camp to put on the following year's one.

Ceremonies

Presentations or investitures during campfires can be very special. Always make sure you have enough space by the fire to do this safely. Seat those taking part close to the front to avoid having to clamber through the circle.

Campfire blankets

Blankets are really good for keeping off the chill of the evening. They can also contain badges that'll make up a record of camps and activities you've been on. You could make a poncho or cape from a blanket and then add whatever badges, patches or decoration you wish. Making campfire blankets can be a great pre-camp activity. Many warehouse clearance shops sell cheap fleece blankets for a few pounds which are ideal.

Sketches and songs

Campfires should be fun for everyone. Having fun at someone else's expense might mean that one person doesn't enjoy the experience as much as another, so check over the planned songs, sketches or stunts beforehand, to check that everyone gets the joke and no-one is offended.

The role of campfire leader

A campfire leader must be able to keep everyone engaged and entertained, while staying on top of things and exercising control.

Dealing with challenging behaviour

Most young people on a night away will behave fairly well. In the event that someone starts to misbehave, the campfire leader should be ready to act. They should tell the individual to stop or ask a leader to tell them to stop. It may be necessary to stop any songs or activities. Everyone should be quiet if the campfire leader is explaining songs or actions.

Ideas for campfires

There are a number of good resources to support you when planning a campfire. An excellent collection of songs can be found on our activity database: scouts.org.uk/activities

Flag break

Cubs and older sections may do a flag break on a night away. There's a full explanation on how to do this in the ceremonies section of the website. Flag break is usually at the start of the day and 'flag down' at the end, like in a weekly meeting. This is useful to get everyone together at the start of the day to make any announcements or explain the plan for the day. The flag used is either a Union or Country flag, although some Royal Navy-recognised groups might use the Defaced Red Ensign. Some groups will also fly the flags of multiple countries to represent the nationalities of their campers. Only fly a flag on your flagpole, as anything else might be seen as a mark of disrespect.

Make your own flagpole

A flagpole can be erected virtually anywhere. The most common type is a pole with guy lines holding it steady with a small pulley at the top. For older age ranges, building a flagpole could be an interesting and useful pioneering project. An internet search for 'portable flag poles' will give you many suppliers of ready-made poles.

Prayer and worship

Worship can give a spiritual dimension to your event and can be both formal and informal. Informal worship could be a simple prayer around the campfire, or even singing 'Kumbaya.' It's often just a case of finding the right words for the right occasion. Formal worship could include a Mass, Eucharist, Puja, etc with a minister or faith leader. This can be an unforgettable experience if done well. Another form of reflective opportunity is a 'Scouts' Own' – a gathering of

Scouts that helps develop a fuller and more spiritual understanding of Scout Law. A simple Scouts' Own might feature some spiritual songs, non-faith-specific readings and a short story with illustrations and a moral. Try to involve young people in the planning and when undertaking this.

Scouts' Own provides an opportunity for members to:

- progress in their understanding and observance of the Promise.
- acknowledge the presence of God in their lives.
- reflect on their relationships with others and the natural world around them.
- come to an understanding of themselves as individuals.

When planning the programme for a Scouts' Own service:

- make sure all elements of the service are appropriate for those present. It shouldn't be assumed that, for example, everyone is Christian. Particular attention should be paid to wording in songs and prayers, making sure that 'God' is used in the broadest sense to refer to all concepts of God and isn't faith-specific.
- use a combination of stories with a moral or spiritual message, songs, prayers and thought-sharing opportunities.
- share the planning with the young people and/or leaders.
- choose a special setting.
- pick an age-appropriate theme for those attending. This makes it easier for young people to focus on the message. The message should be simple and well-illustrated, with many examples.

Estimated times for the various sections are as follows:

- Beaver Scouts: 15 minutes
- Cub Scouts and younger Scouts: 20 minutes
- Scouts, Explorer Scouts, Scout Network and Leaders and other adults: 30 minutes
- Songs could be prepared during the residential experience as a project and be 'performed' at the Scouts' Own.

Ways of improving your acts of worship

- Involve the young people in both the planning and the act of worship itself.
- Look for variety and innovation.
- Keep it fresh, don't churn out the same material each time.
- Remember the importance of silence.

- Use the environment that surrounds you in your worship.
- Candlelight is a simple way to create a special atmosphere.

Inspections

There was a time where all camps would start with a full inspection of everyone's kit and sleeping area. Today, fewer leaders do this, though it's a good idea to still keep an eye on the group's cleanliness and hygiene. A quick, informal inspection has its uses. It'll help everyone keep their kit sorted, help find any lost items and make the sleeping area tidier. You can check that everyone's using their wash kits to keep clean, and that bedding and clothing are dry.

The style of inspection depends on what you're trying to achieve. You might look at the tent or sleeping area, or have everyone lay out all their kit on their sleeping bag. This shouldn't be made to seem intimidating, as it could make members uncomfortable. The process should be quick and friendly, and could even be made into a little competition (eg to see who can lay out all their kit in a certain pattern the fastest). Beavers and Cubs will probably have had their uniform inspected before, but anyone new to Scouts could find an inspection to be a bit odd. Make the process as easy-going and fast as possible, so that you can get on with activities.

It's important to remember that a female member of the group may not want a male leader to inspect their kit. Have an arrangement in place to have someone suitable help check kit.

Cooking and washing-up

You'll need to make time during your stay for cooking, eating and washing up. How much time this takes in your programme depends on the size of your group. There should also be regular breaks for snacks and drinks throughout each day, especially when it's hot. Beavers won't necessarily be expected to cook or wash up on a night away, while Cubs might wash their own items as leaders take care of pots and pans. It's possible that Cubs might do some cooking as part of an activity. All Scouts, Explorers and Network members should cook and clean up in groups, using food provided. Cooking in small groups is a great way to develop team skills.

Beaver Scouts: a snapshot guide

Beaver Scouts may be excited and nervous when they first arrive. For many, this'll be their first night away from home on their own. Allow them time to find their sleeping place and to get set up for bedtime later in the evening. Run some activities that can be done until everyone arrives. This could be treasure hunts, scavenger hunts or energetic games that can quite easily have more players join.

Remember – even 'free time' should have some sort of supervision and where possible, some informal structure.

Daytime activities

Use the venue and its surroundings to make the event different to your weekly meetings. Nature rambles, plant studies, mini-beast collecting, kite making and flying, obstacle courses and so on are ideal. Visitors with special craft skills could also be invited along. Residential experiences are ideal opportunities to run more adventurous activities like archery, rafting and abseiling. Activities that work well on a night away with Beavers are:

- abseiling
- archery
- balloon-modelling
- bark-rubbing
- face-painting
- grass sledging
- leaf printing
- low ropes
- miniature boat/raft-making
- mini-beast hunting
- plate gardens
- sandwich and pizza-making
- T-shirt decorating
- visits to local places

Games

Use a mixture of the Colony's favourite games and throw in some new ones for them to try out. Try to get everyone running around in fields where possible, but have some activities ready for those who would prefer to sit down or who would like to do something creative.

Supervision

Beavers need closer supervision and support than other, older groups. They don't necessarily need much spare time. Use this spare time for pre-arranged games and activities with the equipment you've brought along. All the leaders need to do is keep an eye on everyone.

Evening activities

Use evening activities to calm the Beavers down before bedtime. Songs and stories can help achieve this. Prepare the sleeping area and get the Beavers to change for bed and clean their teeth. They can then sit on blankets and pillows in their nightwear with their teddies. Quiet songs and stories told in hushed tones will calm everyone down at the end of the day. If showing a film, choose an age-appropriate one of less than 90 minutes. Look for one linked to the theme of the residential experience.

Spare time for leaders

Make time for all of the leaders to relax and have a break. This could be while other leaders run an activity. If you're running a number of different bases, consider running one more base than there are groups of young people. This means that each person running a base has one session completely free to relax.



More activity ideas

Be sure to check out our programme planning tool and activities database at scouts.org.uk/programme-planner. A sample programme for this section can also be found in the appendix.

Cub Scouts: a snapshot guide

It's a good idea to have a more spread out plan of activities on a weeklong trip with Cubs than you would on a two or three-day one. Make time to relax and have fun. Think of some day-trips you could do to interesting places or leisure centres, and go on a hike or other adventure offsite.

Remember – even 'free time' should have some sort of supervision and where possible, some informal structure.

First night activities

Cubs will be excited when they first arrive at the venue. If you've not already set everything up, get them involved setting up camp to learn tent-pitching skills and develop as a team. Play some energetic games, like a wide game, to burn off some excess energy. A night hike might be a good way to show everyone the surroundings. Remember to leave someone behind to keep an eye on your equipment at all times, and have someone watch it before you arrive if you've set up in advance.

A meeting with the other leaders is a good way to discuss how the day's activities went, what went right and what went wrong, and your plans for the next day. It's also a nice chance to relax before the bulk of the activities begin.

First day activities

Cubs will tend to get up early on the first morning, however much they've slept! Bring along a football or some other form of entertainment to keep them occupied until breakfast is ready. One member of your team could be assigned to supervise early in the morning and move noisy Cubs away from the tent area, so everyone else can sleep in peace.

Think about running activities throughout the day, on bases. The Cubs could go between the activities in their groups and try different things, work as a team and feed back what they did to the rest later. While this may become repetitive for leaders, who'll run the same activity multiple times, there are bound to be different outcomes, and it allows everyone to sample a wide range of activities in an ordered fashion. Draw up a rota to avoid any confusion (eg more than one group turning up at the same activity).

If any of your activities are more specialised, an expert or someone experienced could come along and run one of the activity bases for you. Try to keep all the bases running smoothly to the timings in your plan, with extra activities to do if they finish early or others run over.

Second day activities

Around mid-afternoon on the second day is the point where many Cubs will start to get tired, especially in hot weather. Slow things down if the group are starting to struggle. If everyone's exhausted, don't feel you have to finish everything and stay out past five or six pm. Leaders will have a chance to tidy up before having a rest. If this is the end of the trip, make sure everyone gets plenty of time to get home to clean up, eat and sleep, as they may be back at school or work the next day. Be prepared to alternate between activities and dismantling (striking) your camp on the last day, depending on how everyone's feeling and what the weather's like. If it predicts rain later, for example, get everything packed up early and run an activity afterwards indoors or under a marquee if available. You could also wrap the equipment in a large groundsheet.

Spare time for young people

Cub Scouts' spare time should be kept to a minimum, as this is often when injury, accidents and unhappiness can occur. It's helpful to provide a range of games and activity equipment with leaders supervising at a distance.

Activity ideas

Activities that work well at a Cub camp and will help provide a Balanced Programme include:

- fire-lighting
- backwoods cooking
- tracking and trailing
- obstacle courses
- animal print plaster casts
- orienteering
- crafts
- T-shirt decorating
- kite making/flying
- water-powered rocket launching
- raft-building
- climbing or abseiling
- simple pioneering
- trading post activity
- blindfold trail
- activity badges such as Naturalist, Camper and Chef.



More activity ideas

Be sure to check out our programme planning tool and activities database at scouts.org.uk/programme-planner. A sample programme for this section can also be found in the appendix.

Scouts: a snapshot guide

There are many different types of Scout camps, including Patrol camps, Troop camps, hiking camps (lightweight expeditions), Jamborees and international camps. Each camp requires different types of programme to make sure you make the most of the facilities at the venue, while taking into account the needs and abilities of your group and the objectives of the event itself.

Remember – even 'free time' should have some sort of supervision and where possible, some informal structure.

Patrol camping

This is where groups of young people, with minimum supervision, camp together, cook their own food and organise appropriate things to do.

Parents/carers need to be reassured that the Scouts are properly supervised and will be able to cope with any difficulties they might face. For young people to be properly prepared for the event, they all need to be trained with skills to allow them to use a Nights Away Passport.

It's important that within the patrol there are sufficient skills to be able to camp without adult supervision. These skills must be developed over time and the Scouts will need to have taken part in a number of properly organised troop camps, at which 'supervised' patrol camping has been practised. It's wrong to assume that Scouts can just be left in a field to fend for themselves.

Young people need to have reached a reasonable level of proficiency in camp craft first. It's for a leader to judge as to when this level has been reached. It may well be appropriate to start with a short, lightweight camp, involving a night outside, followed by a morning's activity. Camping in the grounds of the group's meeting place might be a good idea. Either way, the site must be selected with care. You should also consider how and from whom the patrol might get support and help, if needed.

Finally, the leader must make sure that the experience will be of real value to those involved.

The patrol leaders should want to take on responsibility for running the event, but they must also be confident that they can cope with and lead all members in their patrol. Patrol camping can be a wonderful learning experience for young people if they've been properly prepared for the experience.

In all cases, the camp must have some level of supervision built in by a Nights Away Permit holder with the appropriate level of permit.

Troop camps

These are the 'standard', traditional camps for Scout sections, taking place over a long weekend, a full week or longer. They're often the annual opportunity for Scouts to put into practice the training they've had at troop meetings and weekend events. The length of the camp depends on the availability of the leadership team, location and activities planned.

Hiking camps

A hiking camp (or 'lightweight expedition') can be a great test of teamwork, decision-making and navigation skills for Scouts. They can be dropped off in patrols, with or without adult supervision depending on the terrain, age and ability of the Scouts involved. They'll then follow a pre-planned route to take them to a campsite. The evening need not have a programme – setting up camp, cooking and clearing away will be sufficient, with some chill-out time to sit around a fire and chat.

As well as contributing to various badge requirements, a lightweight expedition can be good preparation for a Chief Scout's Gold Award or a Duke of Edinburgh's Award expedition.

Jamborees and international camps

Scouts' website and the internet are the best sources of information about upcoming international experiences. They're often advertised two or more years in advance, so early planning on your part is important when promoting them to your members. See chapter 9 for more information about planning your own international experiences.

Explorer Scouts and Scout Network: A snapshot guide

Explorers and Network members can approach a residential experience in different ways, depending on their aims. An adventure weekend won't require the group to spend much time at the venue, as they'll be out doing activities most of the time. A skills-based weekend, on the other hand, will require groups to spend time on site learning new things. Most such trips will need backup plans in place if the weather's bad or certain activities aren't available. You can organise expeditions to meet the requirements of the Duke of Edinburgh's Award, the Queen's Scout Award and the Explorer Belt: you can find details of these online and in Chapter 9.

Explorers and Network members should do most things around the venue for themselves. Explorers can take charge of parts of their programme, look after equipment and mentor younger members of their unit. Network members can run a camp themselves. Explorers and Network members could run a number of residential experiences, including:

Static camp

This is a straightforward camp in a fixed location. This could be anywhere from a Scouts campsite or activity centre to a greenfield site, so long as it's a good distance from the Unit's regular meeting place. The programme might include one or two main activities during the day, with breaks for food and rest.

Lightweight camping

This is a temporary camp out for a short time, usually during an outdoor activity. This might be a competition hike, a water-based activity, a bike-ride – anything that requires an overnight stay. It doesn't need a programme, though routes and rules should be clear to everyone and the trip should include time for meeting up with leaders, eating and resting. Look out for locally organised walking competitions by Scout Districts or Counties.

Staying in an activity centre

Who needs a tent? Many Scouts activity centres and youth hostels, including camping barns and bothies, make perfect venues for a night away for older sections.

The venue would be chosen to suit the activities available onsite or nearby – or perhaps simply because it has a big, open field free for your activity.

Jamborees and international camps

Scouts' website and the internet are the primary sources of information for forthcoming international experiences. They're often advertised two or more years in advance, so early planning on your part is important when promoting them to your members. See chapter 9 for more information about planning your own international experiences.



More activity ideas

Be sure to check out our programme planning tool and activities database at scouts.org.uk/programme-planner. A sample programme for this section can also be found in the appendix.

Activities

Some activities which Explorers and Network members may enjoy on camp:

- archery
- swimming
- air rifle shooting
- climbing
- abseiling
- caving
- orienteering
- water-based activities (eg kayaking)
- visit to local town or cinema
- party or barbecue
- knockout-style games
- crafts
- sports
- community project
- don't forget to allow for some free/social time.

Activities where all the participants are over 18 still need to follow the guidance laid out in chapter 9 of POR and require the approval of the relevant commissioner.

Family camps

Family camps are a chance for people to enjoy Scouts with their families. This is a great way to connect parents or carers of members with the group's leaders. It may even inspire some of them to become leaders.

Each family can camp as a unit. Everyone who comes must be checked in advance via the Personal Enquiry Procedure.

Dining tents and marquees are usually pitched ahead of time for family camps, while camping equipment can be lent to those who don't have their own if it's available. Make sure there are enough volunteers to run all the activities and to keep everyone fed!

The programme should provide a balance of fun activities and quiet time. Think about how you'll manage the different age groups represented by your participants, as well as which elements of traditional Scout camps to include. Run some team games or competitions as bases if this is easier, with an emphasis on working together, joining in and having a go.

Some typical activities suitable for family camps include:

- archery
- air rifle shooting
- orienteering

- crafts
- backwoods cooking
- water-powered rocket building
- remote-controlled car racing
- Highland Games
- four-goal football
- wide games
- scavenger hunt
- treasure hunt
- stargazing
- night hike
- quiz
- water-based activities
- tug-of-war
- team challenges
- ice-breaking games.



More activity ideas

Be sure to check out our programme planning tool and activities database at scouts.org.uk/programme-planner. A sample programme for this section can also be found in the appendix.

Hiking camps and lightweight expeditions

If planning to go on a hike during your residential event, you need to know and comply with the activity rules. In particular, check that you have the necessary permits for hillwalking on the terrain near your site.

Three terrains

Scouts has a land grading system to help leaders identify what level of skill and knowledge they require to take young people on hikes. Details on the definition of each terrain can be found in chapter 9 of POR.

Terrain zero

If you're hiking in terrain zero then you require approval from the District Commissioner. This may be arranged through the Group Scout Leader or District Explorer Scout Commissioner. In the case of Scout Network Members, the County Commissioner will often delegate to the County/Area Scout Network Commissioner.

Terrain one and two

If walking in Terrain One or Two, you must have a hillwalking permit. Details can be found on the A-Z of Activities pages online. Look at the rules in POR, chapter 9, about Adult Groups in Adventurous Activities, if it's a Scout Network hike.

Training for hikes

For adults

Leaders who take members hiking must have the relevant skills, which can be acquired over time or by completing a course. Check with your District Commissioner or relevant commissioner for activities before getting started, if you're unsure.

For young people

In order to make hikes safe and enjoyable for young people, make sure they've received suitable training.

Party size

Think about the activity and terrain when deciding on the size of your party. Remember, it's much easier to monitor and manage young people if you travel in smaller groups. Specific rules relating to party sizes and adult-to-young people ratios can be found in POR.

Planning a hike

It's important to consider the following before starting your hike:

- The purpose or objective of the walk.
- The season and weather.
- Where you want to go.
- How long you want to go for.
- How far you want to walk each day.
- Are you going to simply walk or will you do some activities on the way?
- Plan the route carefully and produce a formal route plan.
- Get any necessary permissions from parents and carers, as well as the District/County.
- Complete any necessary paperwork before the hike.
- Do a risk assessment for the hike to identify any potential hazards.
- Check the rules regarding minimum and maximum party size and the adult-to-young-person ratio for the section you're working with.
- In the days leading up to the hike, you'll need to gather together your equipment, check that it's in full working order and begin packing.
- Pick up any necessary food for the event.

Safety in hillwalking

Always plan a suitable route for your weakest hiker. If a route's too long or difficult for someone, they'll be easily put off and may discourage the rest of the group. Give the hike a purpose or challenge – try to encourage participants to look for something (such as types of tree). This will take everyone's minds off the distance and any aching feet. Undertake a risk assessment.

Take sensible breaks

Plan a good number of breaks, but don't keep stopping, as this will use up too much time and break up the rhythm of the walk.

Equipment for hikes and hillwalking

What equipment you'll need depends on:

- where you're going
- the time of year
- the terrain
- the expected weather conditions.

Some of the items you should consider taking with you on your hike:

- Waterproof carrier. It's useful to keep your map in a waterproof carrier of some sort (a map case, plastic bag or transparent plastic folder).
- Route plan. This is a form with details of: where you intend to go, the type of terrain you'll be walking in, any escape routes you've planned, the names of those taking part and the weather forecast. A copy of this should be left with a responsible person who's not going on the hike.
- A pen or pencil.
- Whistle. This is for use in emergencies only. Blow six short blasts every minute to attract attention.
- Torch and spare batteries.
- Water bottle and water.
- First aid kit and appropriate training to use it. As well as the usual requirements, it should also include something for dealing with blisters, such as plasters or dressings. This should be carried by someone trained to use it.
- Survival bag. This is a heavyweight plastic bag, large enough for someone to fit inside of in an emergency, like when someone is suffering from hypothermia.
- Walking boots. These must give good support to your ankles. Never attempt to go for a walk in anything else – trainers, wellingtons and regular shoes don't provide the support required. Always make sure that you've worn your boots in and that they fit as they should.
- Waterproof outer clothing. Garments need to be both waterproof and windproof. Always take them – no matter how good the weather looks on departure. Keeping warm and dry is essential if you're to keep safe – a lot of accidents happen when walkers are cold, wet and miserable.
- Layers of clothing. It's always better to wear lots of thin layers instead of one thick garment. Thinner clothes trap air between the layers and provide a greater level of insulation. It's also easier to take layers off if it gets too warm. Don't wear tight-fitting clothes or jeans, as these get heavy

and become restrictive when wet. Fleece jogging trousers or pure cotton trousers are ideal. You should also consider wearing two pairs of socks for warmth and to reduce the possibility of blisters. If the weather is warm and sunny, a hat, sun cream and sunglasses are all essential.

- **Rucksack.** Make sure that it has good padding, especially on the shoulders, as it must be comfortable to carry. If you're going away overnight, it'll also have to take your tent, sleeping bag, food, stove and anything else you require – so make sure it's big enough, but not too heavy to carry.
- **Food.** You should always carry some food with you, as you'll use a lot of energy walking. Try to have a good breakfast before you begin each day and bring something rich in carbohydrates for lunch. Sandwiches, biscuits, nuts, raisins, cakes and chocolate are great for this. Eating boiled sweets as you walk is also a good idea, as it helps keep your blood sugar levels high. If the weather is cold, a thermos flask with a hot drink (tea, coffee, soup) is always nice.
- **Mobile phones.** These can be a useful resource, **but** shouldn't be relied upon as the only means of contact. They won't work without a good signal and their batteries will run out.

Walking on the road at night

Hiking during the day can be a pleasant experience, but hiking after dark can be a real adventure. Night-hikes are a big part of Scouts, and you should always make sure you've taken the relevant precautions.

Use the safest route

When small groups walk on the road at night, they should always use the pavement if there is one. On roads with no pavements, the group should walk on the side of the road facing oncoming traffic, so that they're clearly visible to drivers. If you're abroad, make sure you know what side of the road this is.

Approach right-hand bends with caution

Everyone walking on roads should walk no more than two abreast, and single file is safest when there are cars passing. At right-hand bends where you can't see what's coming, one responsible person should look both ways, cross over and check the road is clear both ways. Everyone should then follow that person, when it's safe, to the other side of the road

and walk round the bend on this side, so that they're visible to approaching drivers. The group should then cross back over to the right-hand side as soon as they can after the bend. On narrow, country roads, stop walking to let cars pass.

Let the driver know you're there

It's strongly advised that at least two torches be held within the group, one at the front and one at the back. These don't need to be switched on all the time, as they affect night vision, but should be turned on when a car approaches. The beam of the torch mustn't be aimed at the driver, but pointed in such a way as to indicate that you and the group are there. You could shine the torch on your own reflective jacket, for example.

Wear light-reflective clothing

Whoever walks at the front and back of the group should wear highly visible clothing. They should wear retro-reflective strips to reflect light. Ideally, all members of groups walking on roads should wear bright or high visibility clothing.

Make checkpoints visible

Where there's a marshal or checkpoint on the road, those staffing the position should have waistcoats or jackets with retro-reflective stripes. Where there's a car parked close to a checkpoint hazard, warning lights should be used. Where a stretch of road is likely to be in constant use, it may be helpful to put up a warning signs for drivers.

Inform the police

When you're planning a night exercise which involves the use of roads, it's essential to let the police know in advance. They may be able to give advice or assistance. It also prepares them for any phone calls to the police advising of 'groups of youths' wandering around the countryside.

Some of these guidelines may seem a little excessive, but the safety of young people, leaders and parents is of utmost importance, as is the reputation of young people in Scouts.



Chapter 4

The event team

Staffing your residential event
Sharing responsibility
Making the most of your helpers



Staffing your residential event

Supervision

The ratio of adults to young people is different for Beavers, Cubs and Scouts residential events. Check POR chapter 3 for details. While there are no set ratios for other sections, adults mustn't work alone on any residential event. This might mean that only a certain number of people can attend the night away, depending on the number of adults available.

Upper limits

The number of young people involved in a residential event can have an upper limit. This may be due to restrictions in the number of adults who can help, transport limitations, activity restrictions, size of venue and space in tents.

Lower limits

The number of young people involved can also have a lower limit. This is where too few members choose to attend, which puts a strain on your budget. With less attendees, the costs per head for food, transport, the venue and other fees are higher. It may mean that you have to cancel the event completely, as those who are going may no longer be able to or want to pay the extra cost. Some solutions to this include subsidising your event to lower the price for parents and carers, or inviting people from other groups in the area.

Selecting the team

When choosing your event team, you need to think about the roles that need to be filled. Make a list of them. Then you can think about finding suitable people to fill each role. Pick your team based on the following factors:

- skill and ability
- experience
- gender
- age
- personality
- availability

You don't have to pick people from your regular leadership team. If you need different skills, look elsewhere at neighbouring Groups across the District or County for suitable candidates. At the same time, it's a good idea to have some members of your regular leadership attend, as well as parents, carers or relatives of members, as it may be their first night away and they'll need a familiar face. Volunteers could also help with cooking and supervision, so make good use of the extra pair of hands, ears and eyes. Try to pick a team with experience working with the age group you're taking on the night away.

Always remember to allow time before the event to get clearance for adult volunteers from Scouts' Personal Enquiry Procedure.

Including young people in the leadership team

Older Scouts and Explorer Scouts can play a part in the leadership team. Adult leaders or members of the Scout Network should form the majority of the leadership team.

Sharing responsibility

There are a number of key roles to be filled at any residential event. In Beavers, Cubs and Scouts, adults usually perform these jobs. In Explorers and Network, young people begin to take on some or all of these responsibilities.

Individual responsibilities

It's unrealistic to expect one person to do all the jobs at a residential event. The event leader is often helped by:

- the head cook
- the food quartermaster
- a first aider
- the equipment quartermaster.

And any number of other people to:

- run and supervise the programme
- sort out administrative tasks
- set hike routes
- organise games and activities
- tidy up
- run activities
- carry out inspections
- drive minibuses
- erect tents
- wash up
- supervise tents or bunk rooms.

Typical responsibilities of the event leader

The event leader will normally:

- book and visit the site
- set the budget
- choose a suitable team
- complete the appropriate paperwork
- make sure a balanced programme is in place
- sort out how to get to and from the venue
- make sure the correct permits are in place
- make sure leaders and young people have any necessary training before they leave for the residential event
- maintain the camp bank system, if needed
- make sure the event runs well, safely and on time

- be the main contact for parents/carers about the event
- appoint a leader in charge to oversee safety matters.

If there's lots of adults, some of these responsibilities can be delegated to other people.

Typical responsibilities of the head cook

The head cook will normally:

- have a good understanding of food safety and operating safely in the conditions available
- devise the menu (in consultation with the event leader and food quartermaster)
- prepare all food
- lead a small team of cooks
- supervise young people cooking some meals
- supervise washing up
- keep the kitchen clean and tidy
- make sure water and other drinks are available
- make sure there's a constant supply of hot water
- dispose of waste.

Typical responsibilities of the food quartermaster

The food quartermaster will normally:

- help set a balanced menu for the trip
- work out the quantities of items needed
- visit local shops to arrange deliveries or order the food online
- purchase some food in advance
- find out about food allergies and special diets
- safely store the food
- transport the food
- check on how Scouts are using and keeping food on a Patrol camp
- run and maintain a tuck shop.

Typical responsibilities of the first aider

The first aider will normally:

- make sure there are adequate first aid resources
- Make sure there's a team of adults with appropriate first aid qualifications
- set up a first aid tent or area
- hold the Activity information forms with everyone's medical details
- keep an accident log
- find out where the local doctor, dentist and hospital are
- keep other leaders advised of any health issues affecting people at the event
- record the administration of personal medicine
- make sure there are sanitary towels available
- monitor cleanliness of toilets and washing areas
- put a first aid kit in the kitchen area

- make sure small first aid kits are available, if on Patrol camps or hikes
- hold and issue medicines for younger members.

Typical responsibilities of the equipment quartermaster

The equipment quartermaster will normally:

- make a list of equipment required for the event
- check the equipment is in safe working order
- hire, borrow and return equipment where necessary
- instruct people on how to use the equipment
- make sure lamps are lit each night
- service (or repair if broken) all equipment while away
- purchase programme materials, such as pens and paper
- purchase gas, fuel and other items before and during the event
- store equipment and fuel safely.

Making the most of your helpers

If you invite people to come and help, they should feel useful and valued. If they consider themselves to be a 'spare part', they'll become bored and won't enjoy the experience. By delegating various roles and responsibilities, the event leader can watch over all activities and respond to situations as they happen.

Effective communications

Get everyone in the leadership team together a couple of times before the event when you're planning. You'll need to meet up to discuss what you'll be doing and who'll lead or manage each part of the programme. Check in with your team during the event to make sure they're happy and comfortable running their activity. It might be their first time at such an event and you may need to give them some feedback or support. After the event, have a look at how it went, celebrate your successes and record any improvements for next time. It's always useful to get thoughts and opinions on the programme throughout.

Daily duties at a residential event

It's a good idea to have a daily routine at any residential event, to take care of things like keeping the kitchen operating well and the toilets clean. These tasks could be delegated to adults who've agreed to help. With some tasks, it may be appropriate to ask the young people to help and assist, maybe in their groups

Possible duties are listed below:

Inside accommodation duties

- Clean the toilets twice a day
- Sweep the main hall
- Sweep the entrance areas
- Clean the kitchen floor and work tops
- Dispose of rubbish
- Open windows to get fresh air circulating
- Flag break
- Kit inspection
- Air and make beds
- Litter pick

Camp duties

- Clean the toilets twice a day
- Collect wood for fires
- Collect fresh water
- Tidy and clean kitchen areas
- Air tents – tie up brailings
- Tidy tents
- Air bedding
- Flag break
- Cook food
- Dispose of rubbish
- Litter pick



Equipment and fires

The right equipment
Using and storing equipment
Tents
Stoves and lamps
Lighting fires
Axes and saws



The right equipment

One of the first things you should consider when planning a night away is what equipment you'll need.

Producing an equipment list

When writing a list of equipment, you need to take into account:

- what's already on site
- what the Scout Group, District or County can provide
- what can be gotten when at the site (for hire or loan)
- what each person taking part can bring themselves
- what each leader can bring in addition to their personal kit.

Equipment checklist

The following list is an example of an equipment checklist, which could be used for a full static camp; an indoor event wouldn't necessarily need these items (the full list can also be found on p118).

Sample equipment checklist

Tentage

- Tents
- Poles
- Pegs
- Groundsheets
- Guy ropes and dollies
- Fly sheets
- Mallets
- Tent repair kit

Inside the marquee/dining shelters

- Trestle tables
- Benches
- Chairs
- Lighting

Latrines

- Chemical toilets
- Toilet brush and cleaner
- Toilet fluid
- Toilet tents
- Wash bowls
- Containers to use as waste bins
- Screens and poles for latrines
- Toilet paper
- Lighting
- Rubber gloves
- Sanitary disposal bags
- Soap

General items

- Extra tables, beds and chairs
- Washing bowls for dirty dishes
- Washing bowls for personal washing
- Lamps/lighting
- Ropes
- Shoe-cleaning brushes and polishes
- String/sisal
- Flag, flag pole
- Tools: trenching tool, spades (at least two, if needed)

Activity equipment

- Games equipment, including balls, bats, nets
- Items for programme activities eg canoes
- Prayer book/Scouts' Own materials
- Craft equipment – pens, pencils, sticky tape, scissors
- Board games, comics for wet weather

Camp kitchen

- Material for building a fire off the ground
- Axes and saws, both sheathed
- Supplementary cooking stoves
- Buckets
- Appropriate fuel (eg gas)
- Fire extinguisher and fire blanket
- Carbon monoxide monitor
- Tables and storage boxes
- Plastic food containers
- Polythene bags
- Lanterns and spare mantles
- Matches
- Buckets
- Water carriers
- Radio
- Torch/lighting

Cooking utensils

- Large cooking pots
- Small billy-cans or mess tins
- Frying pan
- Tea pot
- Water heater and lid
- Metal bowls for mixing/stirring
- Plastic jugs (for measuring)
- Colander
- Ladles and serving spoons
- Fish slices
- Tin-openers
- Supply of knives, forks and spoons
- Trays
- Dish cloths
- Washing up brushes
- Foil, cling film

- Oven gloves
- Tea towels
- Rubbish bags
- Aprons
- Washing up liquid
- Brillo pads
- Cool boxes and ice packs
- Spare containers
- Plates, bowls, mugs
- Kettle
- Stove

First aid equipment

- First aid tent/room
- Appropriate first aid kit
- Extra first aid kits for other activity bases (if needed)
- Bed
- Spare blankets, pillows etc.
- Hot water bottle
- Soap and disinfectant
- Bowl, jug, mug and towel
- Torch and batteries
- Lanterns

Using and storing equipment

Check equipment before leaving

If you have your own equipment, you should always check it before you leave. Large items such as tents, ropes or canoes should be checked at least six weeks before departure. If you discover any defects or parts missing, it gives you plenty of time to repair and find replacements. It's the responsibility of the permit holder to check equipment; however, it can easily be delegated to one of the leadership team.

Smaller items of kit, like pots and pans (billies/dixies), axes, buckets, kitchen utensils and lamps should be checked at least two weeks before you leave. You don't want to arrive and find that someone hasn't cleaned out the cooking pot used by the group last year.

All equipment that you've hired or borrowed from another group should be looked at before you take it away. Any problems with it should be written down and anything broken or missing should be fixed or found by either the owner or one of your team. Keep all equipment together when hiring to make sure you get your deposit back from the lender, and to avoid disputes with other groups if you've borrowed from them.

Check that all the equipment is safe

When checking kit, make sure all of it's safe for use. If there's any doubt, either fix it or get rid of it. Look out for items that are gas or fuel-powered, the shafts of axes and mallets, and any life-safety equipment to check they're all in a safe condition. You may need help checking specialist equipment, so get in touch with someone experienced and see if they'll take a look for you. Your Assistant District Commissioner or District Explorer Scout Commissioner will probably know someone suitable.

Pieces of equipment are designed to do a certain thing. Using them for a different purpose can be risky and could result in the equipment being damaged. A good example is metal tent poles. It may be tempting for young people to use them as goal posts or for leaders to use them to mark out an area. Take the time to make sure that each item is being used for its correct purpose or function, and that everything's being used safely.

Storing equipment

When you return from an event, don't be tempted to throw everything in the stores and forget about it. The extra hour or so you spend carefully checking and putting items away will save time when you or other people want to use the equipment next time. Everything you put away should be dry and clean. List any damaged items so that the Group, District or County can get them repaired.

You should check that all cooking equipment including pots, pans, utensils, chopping boards and mixing bowls are thoroughly cleaned. Failure to do this can cause illness when next used or attract vermin into your stores. Cool boxes should be washed out, dried and stored with the lids off. All canvas and tents need to be dried out well, while all groundsheets should be brushed off. Both need to be properly folded away into their respective bags. Similarly, rope needs to be dried out and preferably hung up when stored. Wooden tent pegs should be cleaned of mud, dried and stored with their respective canvas or together in a suitable container.

Lamps and stoves should be empty when stored. Keep any leftover gas or fuel in a suitable container and stored in an appropriate place. This should be clearly marked and labelled with regulation 'flammable substance' warning signs.

Always refer to the manufacturer's instructions where possible for any equipment you intend to use. The following are some generic guidelines for the most commonly found tents, stoves and lamps.

Lightweight tents

Lightweight tents are usually small, light, simple tents. A downside of using lightweight tents is that Scouts may need to be split into small groups to use them. The upside is that they are easier to transport, quicker to put up and cheaper to buy. This means that they can be carried on hikes too, if necessary. Many come with sewn-in groundsheets and they also tend to dry quicker than larger alternatives.

The most popular varieties of lightweight tent are 'tunnel', 'dome' and 'A-frame' tents. You can now find some that 'pop' open when removed from the bag and some that are inflatable.

Pitching a lightweight 'A-frame' type tent

1. Find a suitable piece of flat ground and clear it of any stones or branches.



2. Empty the bag of the tent and lay all the components out on the ground.



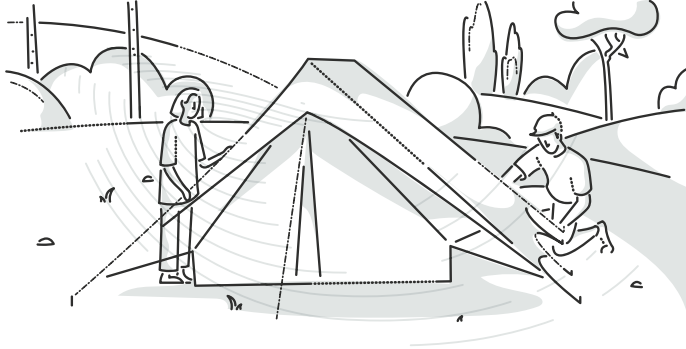
3. Open out the tent. Make sure that the door of the tent is closed. Keeping the groundsheet taut at each corner, insert the pegs through the rubber loops and stretch them. Metal pegs can sometimes be pushed in by hand – insert them into the ground at 45 degree angles away from the tent.



4. Put together the metal poles, which are usually connected with a chain or elastic. Then, either insert a central pole or hang the loop at the apex of the tent from the hook on the 'A' poles.



5. Peg out all the other loops around the base of the tent and any guy lines. Remember that the loops should be stretched in line with the seams of the tent. The tent should then be upright and free of creases.



6. Place the flysheet over the poles of the tent to form an outer 'shell'. Take care not to damage the flysheet and make sure that it does not touch the inner tent. Then peg out the edges of the flysheet in the same way as before.



Handy hint

Practise tent pitching in advance, in case you ever need to put up tents in the dark.

Patrol tents, marquees and mess tents

Patrol ridge tent

The traditional Patrol tent, which is still commonly used in Scouts, consists of: two or three upright poles, green or white heavy canvas, a flysheet (in many cases), four main storm guy lines and a number of side guy lines. It's well worth familiarising yourself with the parts of a Patrol tent. Patrol tents are robust and (if pitched properly) relatively weatherproof. They also allow young people to sleep within their groups. However, they're heavy and can at first appear more complicated to put up than modern designs.

Ridge

This is the top of a tent, from where the two sides of the roof slope away. On a Patrol tent, the top cross pole (also known as the 'ridge pole') identifies this. It's important not to put anything between the canvas and this pole, as it would allow water to enter the tent at this point.

Dolly

This is a wooden post that goes on top of an upright pole. Attached to it are long guy lines, which are used to hold the main body of the tent up. When pegged in a specific way, these lines are also known as 'storm guys,' as they help take the strain in strong winds.

Becket

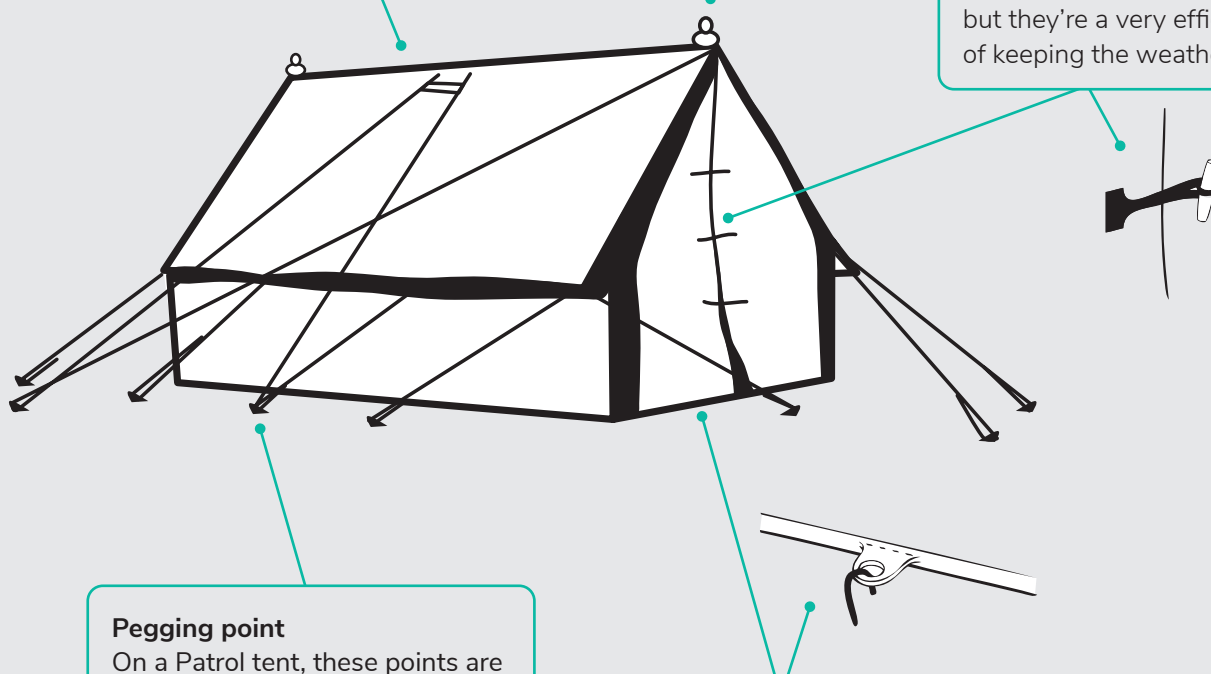
Beckets are used to close or tie up the door of your tent. There are several types of becket. Some are the shape of a wooden toggle with a loop, while others consist of a loop passing through an eyelet on the other side of the door. Practice fastening the door, as these can seem strange at first, but they're a very efficient way of keeping the weather out.

Pegging point

On a Patrol tent, these points are the brailing loops at the bottom of the tent or at the end of a guy line. A pegging point is usually located at a strong point on a tent, such as on a seam line.

Brailings

The brailings are small loops at the bottom edge of the canvas of a Patrol tent. They're used to peg the vertical walls to the ground so that rain can run off the side of the walls, and so the wind and rain don't blow through. They're also used to air out the tent during the day – see page 50 for how to brail and half-brail a tent.



Valise

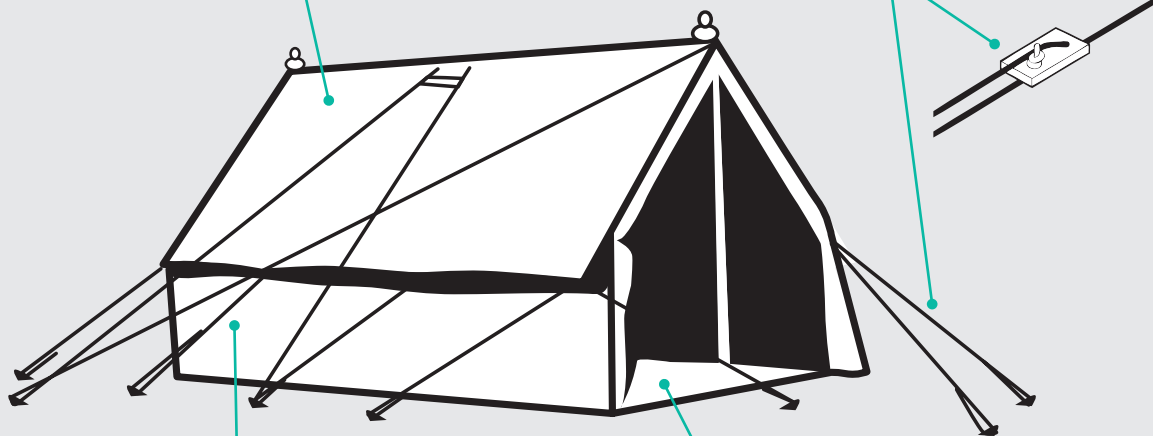
This is the bag that the tent is stored in. These vary in size, but it's worth practising folding up the tent before going away, to check how your tent fits inside.

**Flysheet (optional)**

This is your tent's outer layer. It's usually made from a heavier material than the inner layer. On a Patrol tent, you place the flysheet over the poles before raising the canvas.

Runner

This is a wooden or plastic bracket attached to the guy line, which allows you to make the line longer or shorter. As a result, you can use the runner to tighten the guy line when it's pegged out. The guy line goes from the tent, around the peg and back up to the runner where it's tied off. The runner has a second hole, which the line can freely run through. This part holds the line in position.

**Guy lines**

A guy line (also called 'guys' or 'guy ropes') is a single line or rope. They are attached to a part of the tent and pulled tight to create the familiar tent shape when the tent is pegged out. Badly tensioned lines cause a tent to sag and when it rains, pockets of water form on loose canvas that may drip into the tent. Rope guy lines should be slackened when it's raining and at night to prevent them from snapping. As well as creating the tent shape, these lines also help to keep the tent secure in strong winds.

Groundsheet

This is made of a heavy waterproof material and is placed on the ground inside the tent. A single, large groundsheet fitting the floor space of the tent is more effective than a patchwork of smaller groundsheets. It stops damp and water from getting into the tent from the ground and also keeps out insects. Some tents have these sewn into the inner tent. Remember to check the camping area for sharp stones before pitching your tent, to avoid damage to the groundsheet.

Sod cloth

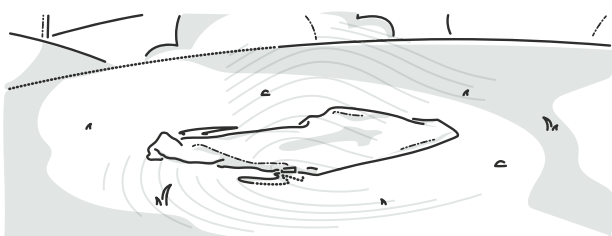
This is a border of hessian (sometimes plastic) material attached to the bottom edge of a tent. It is tucked under the groundsheet to prevent rainwater or dew soaking personal kit inside the tent.

Pitching a Patrol tent

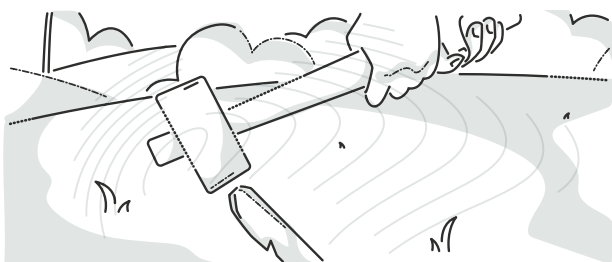
How many people does it take to pitch a Patrol tent? Ideally, you'll need a minimum of three people to put up or 'pitch' a Patrol tent. Practise pitching with your Scouts at home before you leave.

Instructions

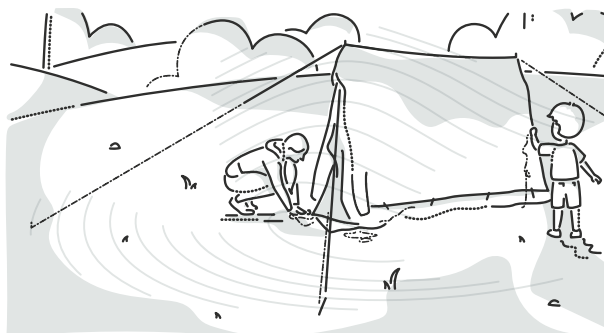
1. Find a flat piece of ground free of sharp objects. Try to find a spot that's sheltered from prevailing winds.
2. Empty the valise of the tent and its parts. Lay out the tent and its parts on the ground.
3. Open out the flysheet and tent canvas on the ground.



4. Put together the ridge and upright poles. Then, feed the ridge pole through any loops attached to the ridge of the tent. Take care not to stand on the canvas while doing this and be careful not to damage the canvas with the pole. One way to make sure of this is to lie on top of the canvas and feed the pole through gently.
5. Sort the tent pegs into their different sizes. Put in four large pegs for the main guy lines, estimating about 2m away from the end of the tent at approximately 45 degrees. Don't put the pegs in too deep at this stage, as they'll probably have to be moved later.
6. Place the spikes on the upright poles through the holes in the ridge pole and corresponding eyelets. Again, take care not to damage the canvas. Once this is done, the tent can be folded over along the ridge.



7. Attach the main guy lines to the pegs you placed before.
8. Put the dollies, attached to the storm guys, over the spikes of the upright poles. Move the pegs if the guy line's too slack or doesn't reach them.
9. Stand the tent upright, raising both of the uprights together to avoid bending the spikes. Two people are needed, one to hold each of the uprights until the main guy lines have been tightened. The tent should now be upright but rather unsteady. Fasten the doors of the tent, then peg out the door and corner brailings.



10. Peg out the other guy lines. Do the corner ones first, using large tent pegs. Generally, if a corner has one guy rope, it's pitched at 45 degrees or, if it has two, they're pitched at 90 degrees to one another.
11. The pegs should be placed so that, when each guy line is taut, the runner is about one-third of the way up the guy from the peg. The row of side guy line pegs should be parallel with the ridgepole and the guy lines following the tent seams.



12. Using the smaller pegs, loop and peg out all the brailings to keep the tent walls vertical. The brailings should be looped or twisted when attaching to the peg to stop them slipping off. Younger members could help with this task as a first experience of putting up the tent. An adult can quickly check the tent later.

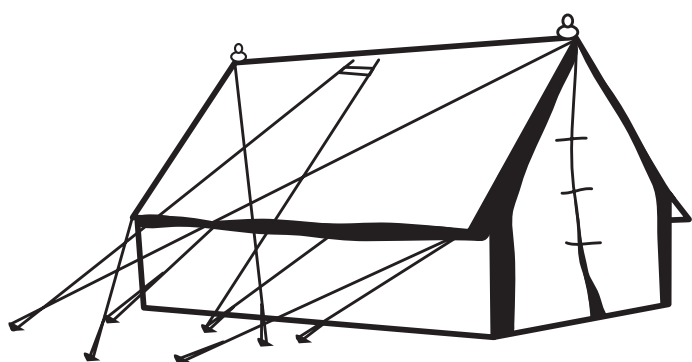


Handy hint

At this point, you may need to adjust the main guy lines. Check that the poles are upright and adjust them by loosening the guy lines. Don't move the poles when the guy lines are tight.

Storm setting

The tent can be 'storm set' to provide protection against bad weather. The main guys are extended diagonally backwards, crossing over each other, although don't let them rub together. Re-use the pegs for the main guys. The flysheet is pegged out with a separate set of pegs in the same manner as the tent itself. This should be about 15cm above the tent so that they don't touch. Lay the groundsheet inside and tuck the sod cloth under it.



While on camp, make sure:

- all non-synthetic (natural fibre) rope guy lines are loosened at night or during rain, as the moisture causes the fibres to expand, making them tighter. Adjust these as appropriate in the morning when you get up. Nylon guy lines don't need to be loosened as they do not shrink. Guy lines should be checked and tightened every now and then to stop the canvas sagging. However, guy lines shouldn't be too tight at any time, as this can also put a strain on the tent material and the poles. The guy line tension should be even all around the tent.
- tents are moved occasionally to let the grass underneath recover, if you're there for more than a week.

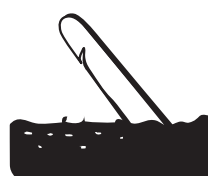


Handy hint

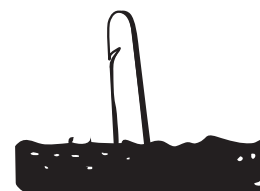
When you slide the wooden runner up the guy to make the canvas taut, take the guy and squeeze it over the knot in the runner. This will help make sure the runner stays where it is when winds shake the tent and threaten to loosen the guys.

Tent pegs

Wooden pegs holding guy lines should be hammered in with a wooden mallet at an angle of 45 degrees, as shown here.



How to do it



How not to do it



How not to do it

This angle provides the best protection when high winds put extra strain on tents. If there's strong wind and the ground is soft, a second peg can be hammered in at a 45-degree angle opposite to the peg holding the guy. The notch in this second peg should hold the main peg in place.

Points to remember:

- Use a wooden mallet for wooden pegs and a rubber mallet for metal pegs.
- A tent peg is at the correct depth when the notch just keeps the guy line off the ground.



Handy hint

In loose ground, sand or snow, you can make pegs more secure by using 'holdfasts' such as rocks or logs around the guy line. These can be buried in the ground for extra stability. You can also use trees to secure each guy line.

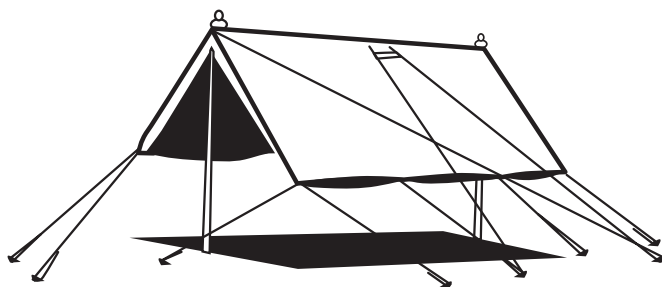
Brailing and half brailing

Half brailing

Each morning at camp, as long as it's not raining, the sides of the tent should be taken off the brailing pegs and hung up loosely on the side guys. This ventilates the tent and allows the sod cloths to dry.

Full brailing

Once the sod cloths are dry, you can full-brail the tents by rolling up the sides of the tent and tying them in place. You'll find the tags to do this stitched into the tent. This allows the groundsheet to be removed to give the grass below a chance to recover. You're not advised to leave your tents like this if going off-site for the day.



Ventilation

Patrol tents have air holes near the top of the tent to allow fresh air to enter and stale air to exit. Never block these up, even if you think they're letting in the cold.

Naked flames

Naked flames and tents don't mix. Stoves must never be used inside sleeping tents, as a stray flame can ignite a tent, setting it all on fire in seconds. There's additional risk from carbon monoxide. Battery-powered lamps are far safer to illuminate a tent at night, rather than gas-powered lights.

Trenches

If you experience torrential rain, water may begin to enter the tent. You may be able to dig a shallow trench (15cm deep by 15cm wide) to act as a moat around the tent. This will direct water around the tent and away into an area that's easier to drain. Before you do this, you'll need to check to see if the site owner is happy for you to dig holes and trenches on their land.

Packing Patrol tents away

You 'strike' or take down a tent in the reverse order to pitching it. Here are some tips:

- Take up the groundsheet, remove it from the tent and turn it upside down to dry off. Remove grass and dirt with a dustpan and brush, then wipe with a damp cloth before storing.
- Tying up guy lines before putting the tent away prevents them from getting tangled. Slide the runner up to the tent wall to halve the length of the guy line. Continue to fold the line in half, so that there's just enough length of line to knot it with an overhand or figure-of-eight knot. Make sure that the guy lines are completely dry before tying them.
- When removing tent pegs, gently tap them backwards and forwards to loosen them. Don't hit them on their flat sides as they may break.
- Remember to remove all pegs from the ground, as it's dangerous to other people and wildlife to leave them behind. Shake or scrape the dirt and soil from them and dry them off. Stack wooden pegs in a box pattern to allow them to dry.



Storage

Always store the tent with its poles, mallet and the correct number of pegs, ready for its next use. Each tent is different but usually folds into two or three sections. You then roll it up before putting it into the valise.

Packing a wet tent

Try not to pack up a wet or damp tent. However, if this is unavoidable, you must unpack and dry it thoroughly as soon as possible when you get back. Mildew soon causes guy lines and brailing loops to rot. The easiest way to dry a tent is to pitch it in a garden to dry in the sun or to hang it from rafters in a hall or garage.



Handy hint

Some groups might bring both tents and dining shelters and use them together. This allows you to go from the tent to a communal area without getting wet and to store any wet boots or kit under cover.

Keeping canvas in good condition

Canvas should be treated from time to time with a waterproofing solution. Campers shouldn't touch the inside of a tent when it rains, or they'll disturb the water droplets trapped in the canvas and let them seep through. Using a flysheet helps keep the water off the inside canvas. Bags and other items should also be kept away from the sides of the tent for the same reason.

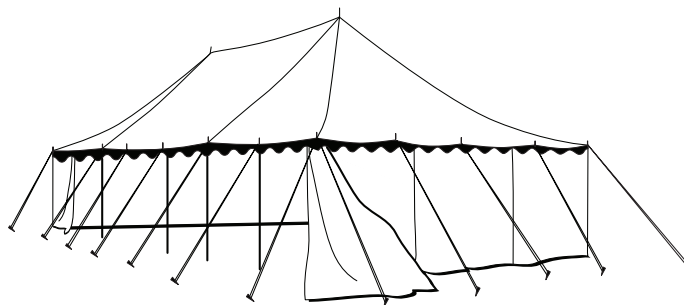


Handy hint

Check that the poles are upright and, if using more than two, in a line, adjust by moving them by and slackening the guy lines. Don't move the poles when the guy lines are tight.

Marquees

These tents are usually made up of two or more roof sections. These can be laced together and have separate walls hanging from hooks on the bottom edges of the roof sections. The main canopy is held up and supported by one or more large upright poles and the walls are supported by a series of smaller poles that are placed around the edge of the canopy. The basic principles for putting up a marquee are the same as for the Patrol tent, just on a larger scale.



Pitching a marquee

How many people does it take to pitch a marquee?

The number of people you need to put up a tent depends on how big it is. The rule of thumb is to have two people per main upright plus at least one more to tie off the main guys.

Instructions

1. Find a flat piece of ground large enough for the tent.
2. Lay the tent and its parts on the ground.
3. Open out the roof sections and lay them out next to each other. Make sure that the ends line up correctly so that they can be connected together.
4. Using the laces on the roof sections, lace them together in the same way as you would do up the doors on a Patrol tent.
5. Put together the upright poles and the ridge pole if there is one. Place the ridge pole in its position and put the upright spikes through the holes in the ridge pole and the eyelets of the roof. Try not to stand on the canvas or tear it with the ridge pole. Lying on top of the canvas while feeding the pole through gently is the best way to do this.
6. Once this is done, the roof can be folded over along the ridge.
7. Sort out the tent pegs into their different sizes. Hammer four large pegs in the ground for the main guy lines of each upright.

8. Put the dollies over the spikes of the upright poles.
9. Stand the tent upright, raising all the uprights at the same time to avoid bending the spikes. Two people per upright are needed, one to hold either side of the main guy lines. Attach the main guy lines to the pegs you placed in the ground. The tent should now be upright but rather unsteady.
10. Insert the poles to support the walls into the eyelets around the edge of the roof. Place the guy lines over the spikes at the top of these poles and peg them out, starting with the corner ones and using larger tent pegs. Generally, the corners should have two guy lines, which should be pitched 90 degrees to one another. All others have one guy rope pitched at 90 degrees to the tent. The pegs should be placed so that when the guy line is taut, the runner is about one-third of the way up the line from the peg.
11. The walls can now be hung using the hooks at the top. Make sure you position the walls to have the entrance to the tent where you wanted it.
12. Using smaller pegs, loop and peg out all the brailings to keep the marquee walls upright. Looping (twist) the brailings before attaching to the peg helps stop them from slipping off. Younger members may be able to help with this task. An adult can quickly check the tent later.

Caring for your tent

Use the same procedures as you would for a Patrol tent.

Ventilation

Walls can be completely or partly removed, depending on the weather conditions.

Packing marquees away

You 'strike' or take down a marquee in the reverse order to pitching it. Take great care when lowering the main canopy as its weight can make it hard to control, especially if it's wet. Make sure you have enough people to help out with this to avoid accidents.



Handy hint

Before you take apart the frame, it's worth marking all the pieces so that you can see where they go when you're putting up the tent in the future. A system of colour-coding or numbering works well, but check that the marking is permanent and will not be worn away over time.

Mess tents

The most common mess tents are made up of one piece of canvas and a frame made from metal poles, which slot together to make the support structure.



Pitching a mess tent

How many people does it take to pitch a mess tent?

Making the frame can be done by one person, though two or more will make it much easier. When lifting the frame up to attach the legs, it's best to find a person to hold each leg. Otherwise, there's a risk of the frame collapsing during this process.

Instructions

1. Find a flat piece of ground large enough for the tent.
2. Empty out the canvas and poles. Lay the tent and its parts on the ground.
3. Lay out the corner joints roughly where they should go in relation to each other. Place all other joints in their corresponding positions.
4. Place all the straight lengths in between the joints. Bear in mind that the 'straights' may be varying lengths and diameters, depending on their position.
5. Put together the frame, but leave the legs off or at 'half height'.
6. Place the canvas over the frame. The corners of the canvas should be pulled down tightly over the frame until it fits snugly. This will help make sure that the frame doesn't come apart when raising it to its full height. Some mess tents will have ties on the inside of the canvas which should be fastened around the frame at this time.
7. With someone holding each leg, raise the frame and canvas to its full height and insert the remaining leg poles. This can be done one side at a time. Complete the framework by putting the 'feet' or a base frame on the bottom of the legs, if there is one.
8. With all the doorways laced closed, adjust the legs so that the canvas is stretched evenly over all parts of the frame.
9. Peg down all outside guy lines to keep the tent stable in winds, using larger pegs. Using smaller pegs, loop and peg out all the brailings to keep the walls straight and add extra security to the tent.

Caring for your tent

Use the same procedures as you would for a Patrol tent.

Ventilation

Depending on the style of your mess tent, it may be possible to roll up the walls to allow air in and out. Some will have ventilation (mesh style) windows. Opening all the doors is the only other option. If you're using gas or other fossil fuels to cook on inside the tent, then good ventilation must be maintained. Further advice on using gas and the dangers of carbon monoxide can be found at

scouts.org.uk/safety

Packing mess tents away

You 'strike' or take down a mess tent in the reverse order to pitching it. Make sure that all parts of the frame are carefully collected up and bagged together.

Stoves and lamps

To keep everyone happy on a night away, they'll need a reliable source of light and heat for cooking. Stoves and lamps provide this, though they're often varied, so always read the specific safety instructions provided by the manufacturer.

Carrying your fuel

If liquid fuel is carried, it must be:

- in a metal container
- wrapped in a plastic bag
- stood upright
- clearly labelled.

Safety precautions

Handling flammable materials has an element of risk. Always:

- work a good distance away from naked flames, including other lamps, stoves and fires
- work in the open air or in a well ventilated space – never inside a sleeping tent
- wipe up any spilled fuel at once and get rid of any material the fuel has touched with care
- when refilling petrol or paraffin stoves, make sure that the stove has cooled down. You can't see fuel vapour. This can form in pockets where you least expect it, and could be set alight by a spark.
- seal all fuel in screw-top metal containers at all times when not in use. Not only is there a danger of spilling fuel when a can is unsealed, but on a warm day, flammable vapours can be given off. For this reason, fuel should also be kept in the shade
- use only the correct fuel for the stove or lamp being used. Never mix fuels.

- check that the stove or lamp you're using is stable and cannot fall over
- remind everyone not to touch the top of the lamp because it can get very hot
- never put empty gas canisters on a fire and keep them away from heat.

Petrol, paraffin or methylated spirit stoves

About these stoves

Many store rooms in Scouts buildings contain a variety of stoves that have been collected over a number of years. It's impossible to give precise instructions on how to operate all the different types of stove out there in one book – instead, we can provide some general rules that should see you well on your way. However, if you're not sure about how to use a particular stove, try to find out some more information, preferably from the manufacturer's instructions. You could ask other leaders in your Group, District or County or search for the make and model on the internet.

Before lighting

Check the fuel supply

Start by checking the fuel supply. With petrol and paraffin stoves, you can hear fuel sloshing around if you give the stove a gentle shake. Top up the fuel when needed and make sure you read the safety guidance further on in this chapter.

Pressure stoves use a liquid fuel, which is vaporised and burned. The liquid fuel (petrol or paraffin) is held in a pressure vessel, which is sometimes also the base of the stove.

Methylated spirit stoves are very basic and the fuel isn't pressurised to enable it to burn. These stoves usually need to be filled each time they're used and the open bowl arrangement makes it easy to see when they need filling up. This does also make these stoves easy to knock over with a risk of spilling fuel, so take care when using one. Further advice on using these stoves can be found at scouts.org.uk/safety



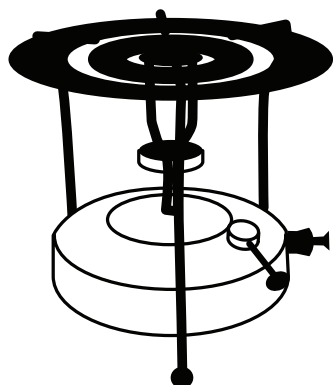
Warning

All fossil fuels add the potential for risk of Carbon Monoxide poisoning. Always read the manufacturer's instructions carefully and read the notes on Carbon Monoxide in the Gas Safety guidance at scouts.org.uk/safety

How to light a paraffin stove

Paraffin stoves are less common these days. However, many can still be found in Scout buildings and if they've been properly maintained, they can be safe, cheap and efficient to use.

1. Make sure that the tube through which the pressurised paraffin will pass is unblocked. Use a pricker to clear it.
2. Check that the pressure valve is open.
3. Fill the bowl/gutter around the centre of the burner with methylated spirits and then light it.
4. Wait until the methylated spirit has nearly all burned away, then close the pressure valve and pump up the fuel cylinder or container using the hand pump.
5. To change the strength of the flame, you can either increase the pressure by pumping more or reduce the pressure by letting some out using the pressure valve.



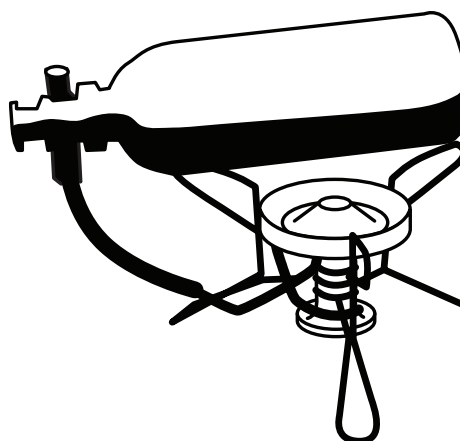
Too much flame?

A common problem is to close the pressure valve and pump up the pressure too soon so that instead of vapour, liquid fuel is forced through the head and catches fire. In this case, you get a lot of flame. Don't panic – just reduce the pressure and the flame will die down. Wait a little longer until the liquid paraffin has nearly all burned away then try again.

How to light a petrol stove

1. Make sure that the fuel supply valve is closed.
2. Pump up the fuel cylinder or container using the hand pump. The number of strokes needed will be made clear in the stoves instruction manual. If in doubt, keep pumping until mild resistance is encountered.
3. Open the supply valve.
4. Light it using the striker, a long match or a taper.
5. When lit, pump the fuel cylinder or container as much as is needed to keep up the pressure.

6. Adjust the amount of heat with the fuel supply valve. When the stove's first lit, large yellow flames will appear. These will die down as the stove warms up and the liquid fuel turns to vapour and burns more efficiently. Some types of stove require that you release a small amount of fuel into the burning cup. Close the supply valve and then light the fuel in the burning cup to warm up the stove, before reopening the supply valve to get the stove going.



How to light a methylated spirit stove

Starting

Place the lower wind shield on a level surface at least one metre from the tent, making sure it's easily accessible and place the burner in the centre, having removed the burner lid. Never use a stove in a tent.

Preparation

Make sure your food is ready to cook.

Fuelling

Fill the burner with meths from the fuel bottle (there's an art to this. You may have to let it settle and top it up after a minute or so). You should only fill this to about two-thirds its depth. Practise this in training. Understand that methylated spirits (meths) are highly flammable and should be treated with respect. Carry meths in small amounts, and keep in an approved metal or hard plastic container with a water-tight screw-top. Custom-made liquid fuel bottles have holes in their screw-stoppers, which allows meths to be poured at a sensible rate and allows the flow to be controlled very easily.

Lighting

Light the burner with a match. You can check it's alight by holding your hand about half a metre above it and feeling the heat. Never carry or pick up the stove while it's burning or when lighting it.

Cooking

Place the top wind-shield in place and proceed to cook your food.

Orientate the wind-shield to suit your needs. Users should understand how air intake affects the heat of the stove and how to control this.

Make sure the pan-handle isn't left attached to the pan whilst cooking. You can get some control of the flame by using the cap or 'slow burning device' provided.



Refilling

If you need to refill the burner:

- Remove the top wind-shield from the bottom wind-shield.
- Check to make sure that it's completely run out by holding your hand half a metre above the burner and slowly bring it closer to within 10 cm; it shouldn't be warm.
- Never bend over the stove when filling, lighting or cooking and keep clothes well away.
- Using the pot-holder, place the adjustable burner top (fully closed) over the burner and wait 30 seconds. Don't use the burner lid for this, as you may melt the rubber seal).
- Remove the burner top and check the burner is cool to the touch. If it is, it may now be refilled from your fuel bottle.

Relighting

Move the fuel bottle to a safe distance, then re-light the burner. Re-assemble the wind shields, and then continue cooking your meal.

Finishing

When finished, make sure the burner's out and cold. Put the burner lid on the burner, clean and pack away. You shouldn't put the screw top onto the burner until the burner and any leftover fuel has cooled right down.



Handy hint

Most methylated spirit stoves are for use on lightweight expeditions and hikes. As a result, they have a small fuel capacity. It's worth checking on a regular basis while cooking to make sure that there's fuel left.

Don't refuel while the stove is still hot!

Further detailed advice on using these can be found at scouts.org.uk/safety

Storm kettles

Storm kettles, or Kelly kettles as they're also known, are particularly popular for bush craft camping and a great way to teach Scouts about how to efficiently use fire to produce hot water.

The kettle's in the shape of a cylinder and is heated by setting a small fire in the base, which boils water in the surrounding cylinder space. You only need to add small twigs to produce enough heat to boil water.



Warning

There's a cork plug on a chain, which helps with pouring and keeps the kettle clean when not in use. This **must NOT** be in place when the kettle's being heated, as this makes it build up pressure and can burst off spraying boiling water over users.



Warning

Older-style, pierceable gas cartridges have been involved in a number of accidents. Accordingly, we advise that they shouldn't be used for Scout activities.

Make sure you check out the Gas Safety Guidance found at scouts.org.uk for more safety tips on using gas stoves and lamps.

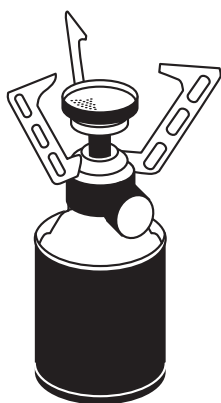
Camping gas stoves

About these stoves

There are lots of different kinds of gas stove, though most of them can be split into two categories. One kind uses disposable gas cartridges and the other uses gas cylinders. Cartridge stoves are great for hikes and expeditions because they're light. The gas they use is either butane or a mix of butane and propane.

Cylinder stoves are heavier but work for a long time, making them ideal for a larger group or a longer stay. The stoves themselves are also larger than cartridge stoves, so they can hold larger pots and pans. The gas they use is butane, which comes in blue cylinders, or propane, which comes in red and orange cylinders.

Gas stoves can have an integral gas cylinder or can use gas from a free-standing cylinder, which is connected to the stove unit. Stoves that use free-standing cylinders must be compatible with both the kind of gas and the connecting tube. Check that the tube is connected securely on a regular basis.



Before lighting

Check the fuel supply

Start by checking the fuel supply. You can hear fuel sloshing around if you give the stove a gentle shake. You could also open the gas supply valve and listen for the hiss of escaping gas.

How do you tell if your cylinder or cartridge is nearly empty?

Liquid fuel changes into gas when the pressure inside the container is released. A full cylinder or cartridge will feel heavier, as it contains more liquid.

Controlling and lighting the gas

Gas may be carried to the burner by a pipe (hose), especially with a propane cylinder stove. You control the gas supply and the amount of heat with the valve or tap. Light the stove by holding a lit match or taper to the burner head and gently turning on the gas. Lightweight stoves often have an ignition button. Take care to turn off the gas supply fully when you're finished with the stove. Gas cylinders are replaced in the same way as you would for a gas lamp, which is described on page 60.

Aerosol gas stoves

Aerosol camping stoves are cheap and popular with campers. However, there have been several instances of the aerosols in these stoves exploding. In at least one case, this incident came after there were problems with the locking lever and gas control dial on the stove, which led to the gas canister exploding later on. This kind of stove has been banned in other countries until regulations were put in place to make them safe to use.

Some tips to follow to help you safely use this type of stove:

- Always refer to the manufacturer's instructions when using the stove.
- Make clear to other leaders and young people about potential risks and how to deal with them.
- Make sure the collar part of the canister is properly lined up (look for the notch) and seated before using the locking lever.
- Don't use the stove if it can't be properly aligned and locked easily.
- Turn the stove off safely if you hear too much or uneven hissing.
- Have everyone move away if there's a leak.
- Many stoves are packaged with the trivet upside-down. Only use the stove with the trivet the right way up, with the pot supports facing upwards.
- Don't use this type of stove if you're cooking for a longer time than the manufacturer recommends. It's meant to be for tea-making and small-scale cooking.
- Never use the stove in a way that causes the canister to overheat. Don't use pans larger than the size of the ring or trivet, as when the pot is too big, it sends heat downwards toward the gas canister. This can make the canister overheat or explode. Don't use griddle plates, for the same reason.
- Clean your stove often. The build-up of fat from cooking has been known to ignite.
- Never leave a stove you're using unattended.
- Never try turning off an out-of-control stove without fire-protection for the hands, arms and eyes.
- Have suitable equipment on hand to cool down the stove and put out flames.
- Don't use any gas stove in a confined area where gas cannot escape freely. Allow for plenty of air-flow around the stove.
- We strongly advise you to take extra caution when using these types of stoves on camp or during Scouts activities, and to always carefully follow the manufacturer's guidelines. If you've experienced issues with these stoves, please let us know.

Petrol or paraffin lamps

As with stoves, many Scouts buildings contain a collection of lamps that have been around for a considerable length of time. Using the 'if in doubt, chuck it out' rationale when checking on your lamps is a good idea. At the same time, a well-maintained petrol or paraffin lamp can be an excellent light source for your camp.

Pressure lamps use a liquid fuel, which is vaporised and burned in the same way as in a gas lantern. The liquid fuel (petrol or paraffin) is usually held in a pressure vessel at the base of the lamp.

Before lighting

Check the fuel supply

Do this first. With petrol and paraffin lamps you can hear fuel sloshing around if you give the lamp a gentle shake. Top up the fuel supply when needed and make sure you read the safety advice coming up in this chapter.

Check the mantle

Most fuel lamps will heat a 'mantle,' which gives off the light. The mantle is very fragile – it's essentially made of ash and can easily be damaged if poked with a match when being lit or shaken during the journey and when unloading.

Have a close look at the mantle and its glass globe or cylinder. A damaged mantle will give off less light and means the lamp will not work properly.

Changing the mantle

1. Remove the top of the lamp, including the glass globe or cylinder. This is a good time to clean the glass with a household detergent.



2. Remove the damaged mantle. The ash body can be brushed away with the fingers, but make sure to remove the ties at the top and bottom of the mantle. These are usually found in grooves or behind ridges on the fuel supply column.



- Unpack the replacement mantle, making sure you have the correct mantle for your type of lamp. The mantle looks like a multi-coloured 'tea bag', sometimes with two holes in it. The larger hole is offered to the fuel supply column first and pulled down, until the tie can be laid in a groove or behind the ridge on the fuel supply column. Make this secure. The upper hole should be next to the appropriate ridge.



- With the fuel supply turned off, touch the mantle with a lit match and allow it to burn away completely. It will shrink as it burns, usually turning a greyish-white colour.

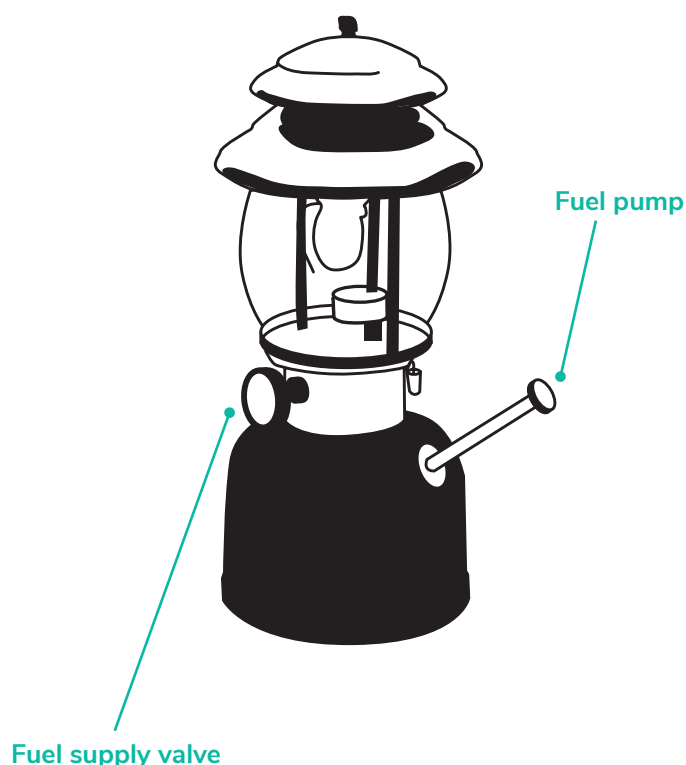


- Carefully put the lamp back together.



How to light a paraffin lamp

1. Make sure the fuel supply valve is closed.
2. Place a wick that's been soaked in methylated spirits in the container on the fuel supply column and light.
3. Wait at least 30 seconds, before pumping up the fuel cylinder or container using the hand pump. The number of strokes will be stated in the instruction leaflet with the lamp. If in doubt, it's usually around ten.
4. Open the fuel supply valve.
5. When the mantle is lit, pump the fuel cylinder as much as is needed to maintain pressure.
6. Adjust the amount of light with the fuel supply valve.



Too much flame, too little light?

A common problem is to turn on the fuel supply too soon so that instead of vapour, liquid fuel enters the mantle and catches fire. When this happens, you'll get a lot of flame but not much light. Don't panic – just turn off the fuel supply and the flame will die down. If this does happen, wait a little longer until the column has heated some more before trying again. Once the lamp is lit, pump more air into the tank until the maximum amount of light is given off.

How to light a petrol lamp

1. Make sure that the fuel supply valve is closed.
2. Pump up the fuel pressure using the hand pump. The number of strokes will be stated in the instruction leaflet with the lamp. If in doubt, it's usually around ten.
3. Open the supply valve.
4. Using the striker, a long match or a taper, light the mantle.
5. When the mantle is lit, pump the fuel cylinder as much as is needed to maintain pressure.
6. Adjust the amount of light with the fuel supply valve.



Warning

It's a good idea to light your lamp before it gets dark. Should you have any problems or repairs to do, this is much easier in the daylight. Again, all work should be done outside where it's safe.

Camping gas lamps

About these lamps

Like gas stoves, camping gas lamps run on either cartridges or cylinders. Lamps with fuel cylinders use either butane gas (blue cylinders) or propane gas (red or orange cylinders). Lamps usually include an integral gas cylinder but some can use free-standing gas cylinders connected to them. In the latter case, the gas used must be compatible with the burner and mantle type, and care must be taken to make sure that the connecting tube (hose) is unbroken and securely connected at both ends.



Warning

Make sure you check out the Gas Safety Guidance found at [scouts.org.uk](https://www.scouts.org.uk) for more safety tips on using gas stoves and lamps. They must NOT be used inside sleeping tents. Modern advances in battery-powered lamps make them a good and safer alternative to gas, petrol or paraffin lamps and should be seriously considered.

Before lighting

Check the fuel supply

Start by checking the fuel supply. As with petrol and paraffin lamps, you can hear liquid sloshing around if you give the lamp a gentle shake. You could also open the gas supply valve and listen for the hiss of escaping gas. The liquid fuel turns to gas as the pressure in the cylinder is released when fuel is used. A full cylinder contains more liquid and should feel heavier than one that is nearly empty.

Changing the mantle

The procedure for changing a mantle is the same as for petrol and paraffin lamps on page 58. Remember to make sure the gas is turned off before you set light to the new mantle.

Controlling and lighting the gas

Gas may be carried to the burner by a pipe. The gas supply's then controlled with a valve or tap. All gas lanterns are easy to light; just apply a match and turn on the gas. Make sure you turn off the gas supply fully when the lamp isn't in use. Smaller, cartridge type lamps tend to have an ignition button to light the lamp with. A simple 'turn knob' operates the valve.

Using sealed cartridges

Sealed cartridges of fuel are screwed to the lamp holding the mantle. The act of screwing on the cartridge opens a valve, which closes when the cartridge is removed. A valve then controls the gas flow.

Most accidents with this type of lamp happen when changing the fuel cylinder. Safety guidelines are usually printed on the gas cylinder or provided as separate written instructions with a new lamp. Always do this outside and away from any sparks, flames or heat sources.



Warning

We advise against the use of older-style, pierceable butane gas cartridges with gas lamps.

Changing cartridges

When changing a cartridge, remember to:

1. Fully close the gas supply valve.
2. Allow the lamp to cool. There will be some escape of gas as you remove the empty cartridge. This is because a small amount of gas escapes as the valve closes and cartridges are never completely empty.
3. Always change the cartridge outside in the open air. That way, there's less chance of flammable gases filling a confined space, like a tent.
4. Leave the empty cartridge outside and dispose of it carefully. Don't put a nearly empty container into a plastic bag or metal dustbin. Gas from it could build up during warm weather and be accidentally ignited.



Handy hints

Gas lamps don't work so well in very cold weather. In fact, butane (blue cylinder) doesn't light below -1°C . As a result, winter expeditions should always use propane. Better still, take a battery-powered lamp.

Lighting fires

Fire-lighting's a fundamental skill in Scouts. You need a fire on a camp to cook, keep warm and to sit around. It's also a great focal point and a beacon to help you get back to camp. Setting up and lighting different kinds of fires, as well as knowing how to put them out and clear them, is important to learn.

Advice for fire lighting

Wood needs oxygen to burn, but too much wind will put small flames out. Blowing gently on a small flame can help it spread. Make sure you know the local rules on fire-lighting and have the landowner's permission to light a fire before you cut any turf.

Where to light your fire

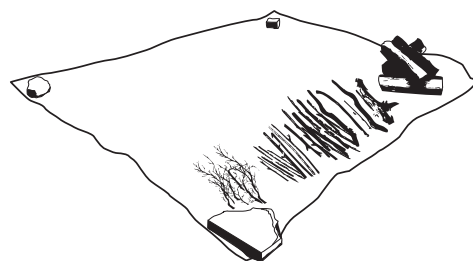
Fires should be in a safe place away from trees, hedges, buildings and tents that could potentially catch fire. If you're lighting the fire directly on the ground (a practice that's becoming less common), look for places where fires have been lit before.

Turfing the fireplace

1. Use a spade and cut vertical slits through the turf to give you the shape of the finished fire pit.
2. Now cut more slits to divide the area into squares with sides measuring about 40cm.
3. Slide the spade under each square in turn and lift from the soil.
4. Place these well away from the fireplace, grassy-side uppermost on a sheet of polythene or place them grassy-side down on the grass. Remember to water the turf squares every day.

Woodpiles

It's important to have a supply of wood ready before you light your fire. Set up your woodpile nearby, but not so close as to become a trip hazard near the fire. Separate your wood into kindling, twigs, branches and logs. Place these piles on plastic sheeting and cover them when not in use to keep the wood dry.



Only use dead wood for fire

Learn to recognise 'live' and 'dead' wood. Remember to only use fallen dead wood – never damage any living trees.

Different grades of wood

You'll need kindling to start any fire. This material doesn't burn for long and you need to use the heat from this to make larger wood catch. Thin twigs should go on first, followed by sticks and branches, before you add logs. Preparing well and stocking up your wood supply is vital for getting a successful fire going and keeping it alight!



Handy hints

If the earth underneath where you're lighting the fire is wet, build your fire on top of a sheet of aluminium foil or on a bed of dry wood or twigs placed on the ground.

Wood burning properties

Not all wood burns well. The chart below will help identify the better wood for kindling and cooking. Use this rhyme to remember which woods are best for fire lighting and which to avoid.

These hardwoods burn well and slowly, Ash, Beech, Hawthorn, Oak and Holly; Softwoods flare up quickly and fine, Birch, Fir, Hazel, Larch and Pine; Elm and Willow you'll regret, Chestnut green and Sycamore wet.

Ash

Kindling – average
Cooking – good



Holly

Kindling – good
Cooking – good



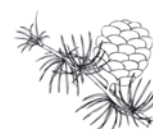
Beech

Kindling – average
Cooking – average



Larch

Kindling – good
Cooking – good



Birch

Kindling – good
Cooking – good



Lime

Kindling – average
Cooking – average



Horse Chestnut

Kindling – poor
Cooking – average



Oak

Kindling – poor
Cooking – average



Sweet Chestnut

Kindling – poor
Cooking – average



Pine

Kindling – good
Cooking – good



Elm

Kindling – poor
Cooking – poor



Poplar

Kindling – poor
Cooking – poor



Hawthorn

Kindling – good
Cooking – good



Spruce

Kindling – good
Cooking – good



Hazel

Kindling – average
Cooking – average



Sycamore

Kindling – poor
Cooking – average

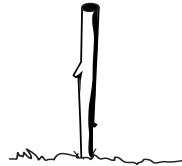


Equipment for building a fire

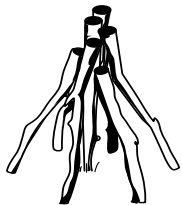
- 'Punk' or tinder – dead leaves, paper, bark, birch, wood chippings, pine cones (must be really dry).
- Kindling – thin twigs and sticks.
- Larger twigs, sticks and wood of different sizes.
- Logs or rock to contain the fire (optional). Take care as some stone (flint or waterlogged rocks) can explode when heated.
- Matches (keep in a plastic bag or waxed in case of wet weather), lighter or fire striker (flint/steel).
- Knife or spade if turf needs lifting.
- Bucket of water, sand or fine soil.
- Thick, flame resistant gloves.

Building and lighting a pyramid fire

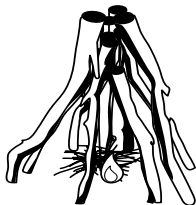
1. Stand the first twig upright in the ground and surround it with tinder or 'punk'.



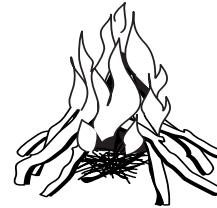
2. Rest kindling up against the twig in a 'wigwam' shape, surrounding the tinder.



3. Keep resting kindling and then thicker twigs, expanding the shape. Leave a gap at the bottom for your fire.
4. Light a match, shielding the flame in your hand and getting as near as possible to the centre of the wigwam.
5. Light the tinder or punk and any small pieces of kindling.



6. Add more twigs to each flame as the kindling burns until the flames spread to thicker wood.
7. If you need to increase the oxygen to the fire, get in close and blow slowly and gently.
8. Once the fire has taken hold, keep adding larger twigs and sticks. Then add a few pieces of wood at one end so that they gradually catch light. When these are burning, add more wood to the other end in the same way.



9. When it's firmly established, and the wigwam shape has been abandoned, lay rocks or thick logs parallel with the direction of the wind on either side of the fire. This helps contain the heat.



If you build a fire carefully, you should be able to light it with one match. Never use paraffin or petrol to get a fire going.



Handy hints

- Feed a fire; don't smother it. Fires are fickle and tend to go out if they're not looked after in the early stages.
- Replenish fuel frequently but don't overload it and waste valuable resources. It's less work for you and better for the environment.
- Leave the fireplace as you found it, so that there's no trace that you've been there.

Extinguishing fire and clearing up

Whenever you leave the site or go to bed, you should make sure that the fire's either completely out or in a safe enough condition that it doesn't spread.

There are two main methods to extinguish a fire:

With water

1. Let the fire die down.
2. Spread out sticks and coals with a spade or shovel.
3. Sprinkle with water, taking care that the water doesn't turn into steam and scald anyone.

Without water

1. Let the fire die down.
2. Spread out the sticks and coals with a spade or shovel.
3. Scrape any burning embers from the logs and sticks.
4. Cover thoroughly with earth or soil.

Any fire pits must be completely cleared out once cold and refilled with the earth before the turf's replaced.



Handy hints

- Make fire-lighting aids before camp by dipping 15cm long rolls of newspaper (single sheets) in melted wax.
- When turning in for the night, place a double- thickness layer of aluminium foil over the remaining embers, and cover that with large stones and earth. You should find it a lot easier to relight the fire in the morning, as the fireplace will be warm and dry.



Warning

Paraffin, petrol and methylated spirits are very volatile and highly inflammable.

Never use them to light or revive a fire. If the vapour from them catches fire, you could become engulfed in flames.

Never leave a fire unattended without some controls in place and check on it regularly.

Axes and saws

Axes and saws are essential for all camps where open fires are used. Safety guidelines should be followed at all times. Always carry out a risk assessment. Beavers and younger Cubs shouldn't use axes and saws, while older Cubs should only use hand axes with very close supervision. Each type of axe and saw is designed for a specific purpose. It should never be used to do a job more suited to another type of axe, saw, knife, mallet or hammer.

Hand axe

What is this axe used for?

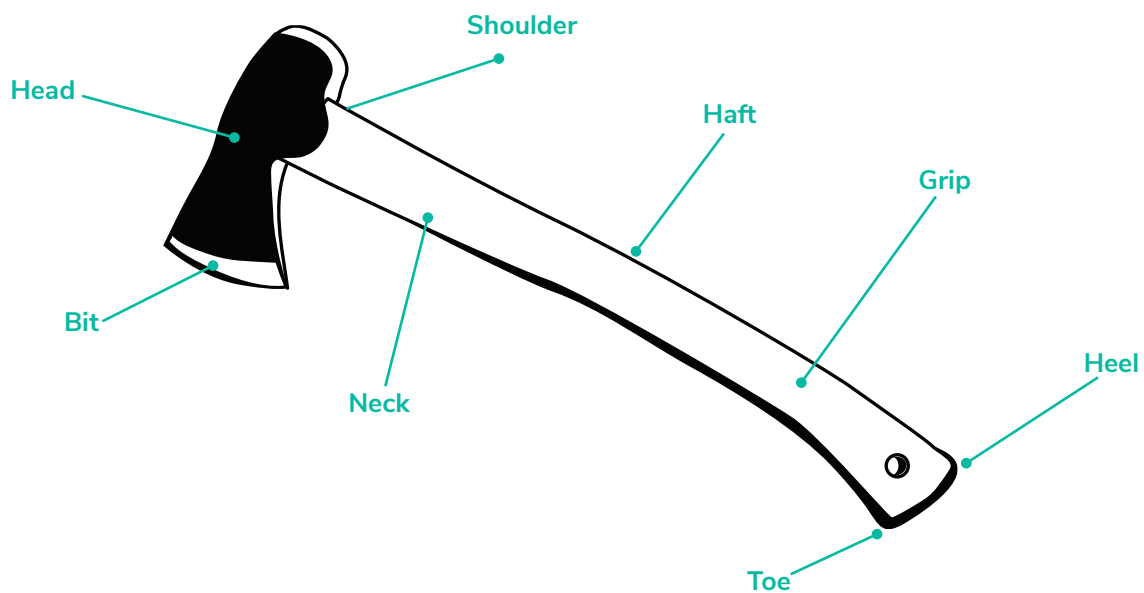
Use with one hand to cut, split and trim small pieces of firewood, thin branches and twigs. You should use a bow saw to cut any wood wider than 5cm. Hand axes shouldn't be used on live wood.

How to identify a hand axe

Hand axes may have either wooden or metal hafts. Those with metal hafts are 'one-piece axes' and have a rubber handle around the grip. All hand axes should have a mask, which covers the blade and fits securely round the back of the head when the axe isn't being used.

Sharpening a hand axe

Sharpen the axe with a round carborundum stone: these are available in different grades of coarseness. You should start with a coarse stone and then finish with a fine stone depending on how much sharpening the axe needs. Use the stone with oil. Move the stone around in small circles on each side of the axe face, keeping your fingers away from the bit.



Hand axe safety guidelines

- To prevent axes from getting caught, don't wear scarves, ties, lanyards or any loose clothing and jewellery. Tie back long hair.
- Wear appropriate footwear; strong boots, rather than trainers or other soft shoes.
- Try to wear gardening-type gloves to avoid blisters and splinters from processed wood, but bear in mind that they may affect your grip.
- You may wish to wear protective goggles to stop anything going in your eyes. If you choose to wear them, you'll need to check your goggles don't have scratched lenses and fit properly. Be aware that goggles may restrict your peripheral vision.
- Inspect the axe before use. Never use it if: the head and haft don't line up straight, if the haft is split, chipped or broken, or if the head is loose.
- Never use a blunt axe; it can slip or bounce off wood, but could still cut your arm or leg.
- The safest way to position yourself is to kneel. That way, if you miss, the axe will not follow through to your leg. Use a bag to stop you getting wet knees.
- Always cut wood with a chopping block below the wood being chopped and don't let the axe go into the ground.
- Chop directly over the chopping block, with the part being cut resting on the block.
- If you need to support the piece you're splitting, you can use another stick to hold it up and help keep your fingers away from the area being cut.
- Always stop chopping if you're feeling tired. If you carry on, you're more likely to miss your target, which could cause a serious injury.
- Mask the axe when not in use, using the sheath provided. If you don't have one, leave the head embedded in the chopping block.
- Carry the axe in your hand with your arm by your side. Make sure the axe bit is facing forward with your fingers out of the way, so that if you fall the axe goes into the ground. Ideally, the axe should be masked when carried.
- Pass the axe to someone else by standing side by side, facing the same direction. Pass the head first.
- Clear away all wood chippings from the chopping area when finally finished.
- Never use an axe at night or in poor light.



How to use a hand axe

Firstly, make sure you read the safety guidelines. As a general rule, wood should be brought to be cut in a marked-out chopping area, rather than taking the axe to where the wood is.

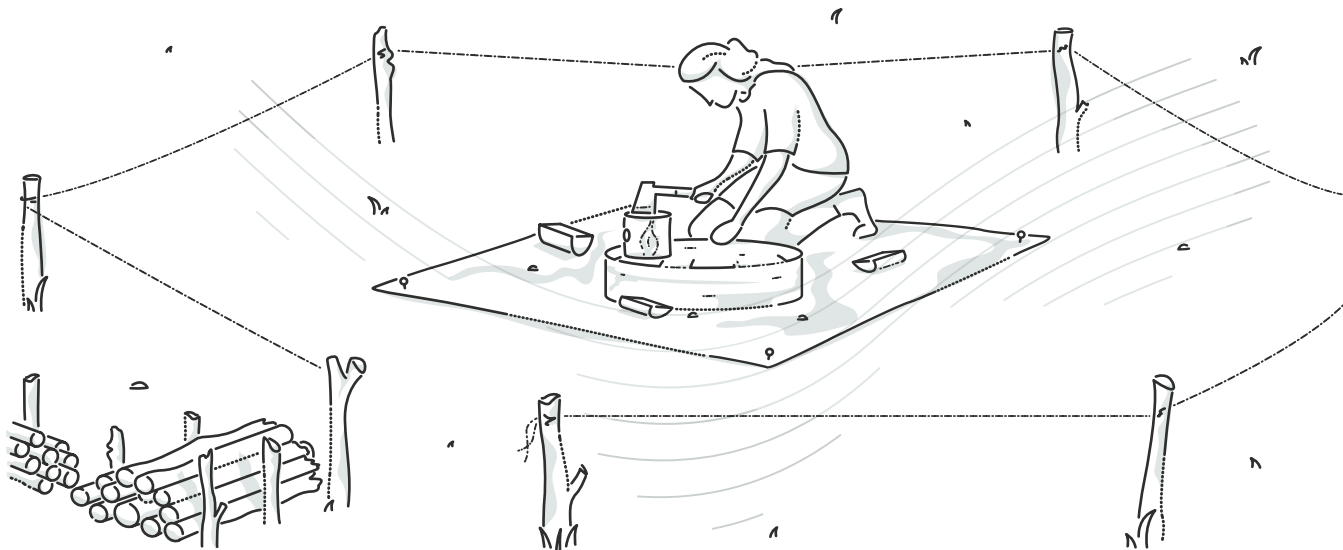
The chopping area:

- must have a radius of the user's out-stretched arm, plus three axes. This is three 'axe-lengths.'
- must have no overhanging obstacles (so that you don't catch them when chopping).
- should have the ground covered with sheets to catch wood chips. This makes it easier to clear up afterwards.
- must have a chopping block, which can be positioned in the middle of the chopping area and held in place by pegs at each corner.

Instructions for use

1. Kneel or crouch (making sure you're stable) behind the chopping block.
2. Hold the wood to be chopped with one hand to steady it. If you're splitting logs and if the cut is close to where your hand would be, you could use a stick or something similar to hold the wood in place.
3. With the other hand, grip the hand axe on the lower part of the haft on the 'grip'. Hold the axe firmly but not rigidly.

4. Chop the wood by keeping the axe and the lower part of the arm straight and bending your arm at the elbow rather than the wrist or shoulder.
5. If cutting a long stick into shorter lengths, chop at 45-degree angles to the length of the wood, making alternate left and right cuts to create a small 'V'. The 'V' will get wider as you cut through the wood, creating chippings, until it's cut in half. Don't try to cut straight down onto the wood at first as the axe may bounce. Once the 'V' is of a reasonable size, you can cut straight down. A saw will always do this job quicker.
6. Always watch the point at which you're aiming. When practising, it's a good idea to put a mark on the log and try to hit that.
7. Clear chippings away regularly and use them for fire kindling.
8. If splitting logs, placing the blade parallel to the wood grain and striking the back of the axe head with a mallet will split the wood. Be careful, as this may damage the head of the mallet.



Felling axe

What is this axe used for?

A felling axe is larger than a hand axe and needs the use of both hands. It's mostly used for felling upright, live trees. No one should try using a felling axe until they know how to use a hand axe. It's important that the right size and weight of axe is chosen for the user. It is difficult and dangerous to try and use an axe that's too big.

They can also be used for splitting larger logs within a cutting area and the same safety guidance should be followed.

Caring for your axes

Mask the axe when not in use, using a correctly-fitting mask. An axe may be masked temporarily in the chopping block but make sure that the blade is secure in the wood, and that the haft isn't protruding over the block.



Handy hints

- If the wood you're trying to cut is wider than your wrist then you should use a saw and not an axe.
- Always use a hand axe within the marked out and fenced off chopping area. Don't take it along to where you found the wood. A bow saw is more suitable for this.
- Make sure everyone knows that the chopping area is a 'no go' area for anyone not trained with axes or wearing unsuitable clothing.
- When using an axe, only one person should enter the area at a time.
- Chop enough wood to keep the woodpile stocked, though only prepare as much as you need.

How to use a bow saw

1. Hold the wood firmly. If you need to use your hand to do this, keep it well away from the blade.
2. Start slowly, pulling the blade backward towards you until the blade is well into the wood. Then push and pull in a steady rhythm using the whole length of the blade.
3. Be aware that as you cut, if the wood is touching the ground, the cut in the wood will close and trap the blade. If possible, try to cut an end of the wood that's off the ground, as this cut will open and allow the saw to work effectively.
4. Always mask the saw after use, either use a plastic 'clip-on' mask or tie a piece of sacking around the blade.

Caring for your bow saw

Your saw should be greased to prevent it from rusting. As blades are relatively cheap, it's a good idea to replace the blades rather than trying to sharpen them. Put the old blade into metal recycling.



Warning

- Check the saw before you use it. Never use a saw with a blade that's damaged or loose
- Always stop sawing if you're feeling tired. If you carry on, you're more likely to slip and cause an injury

Saws

Bow saw

What is this saw used for?

These are often used with axes for preparing firewood. You may come across different kinds of bow saw, such as the bush or 'Sandvic' saw. Bow saws are used for wood that's too large for a hand-axe and are a safer, easier option than a felling axe for cutting small timber.

Health, happiness and safety

Communication and planning

Managing the risks

Behaviour

Toilets

Accidents

Medical treatment

First aid kits and medicine chests

Smoking, alcohol and substance abuse

Sexual health in Scouts

Insurance

Fire precautions



Communication and planning

Planning is key to the success of your residential experience. Managing the event safely doesn't have to be a chore, though keeping your eye on important details will help reduce risk, and prevent accidents and illness as far as is reasonably practicable.

Effective communication's also essential. Just because you're prepared for everything, you shouldn't assume that everyone else on camp is. Make sure you put together a leadership team that knows what they're doing, with all the skills and experience they need to carry out their duties and help other adult volunteers with tasks. Check that all adults and young people know about emergency procedures, the additional needs of others, fire safety, food hygiene, personal hygiene etc.

Managing the risks

Assessing risk is an essential part of everyday life and is a key part in making sure Scouts activities are provided as in a safe and enjoyable way to provide **excitement** but not **danger**, **adventure** but not **hazard**.

Activities encourage young people to grow and give them a great sense of achievement when they complete them. Some degree of risk is unavoidable, but it is – and should be – much less than the person taking part perceives.

The nights away process requires written risk assessments to be submitted along with the Nights Away Notification (NAN). They're not something to be scared of, and are a useful tool to help plan and run an event safely and to know what to do when a serious incident does happen.

Nights away events often have similar risks. For example, issues with outdoor events could include being near fires or axes, while indoor event risks could include building evacuation or hot radiators. Nights away events include many of the same potential risks as a weekly meeting. However, you'll also need to deal with extra issues, such as food hygiene, medication, going to sleep and unfamiliar night-time surroundings.

You could produce a generic list of hazards to help with risk assessments, which can be tailored to different places, conditions and events. Identify the hazards and risks, then take action to eliminate, minimise and control them. The Safety Checklist for Leaders will help you with this.

Keep checking. Effective risk management isn't simply a form-filling exercise before the event – it's dynamic, going on throughout the activity until everyone's finished and gone home. The process might need adapting during an event, due to changes in circumstances, and will require regular reminders to young people and adults about safe practices, as they tend to forget.

Check out FS120000 at scouts.org.uk/safety, where there's an easy-to-use template for assessing the risks of your residential experience and more guidance on the process.

Whatever risks you identify and controls you decide upon, you must have an effective way of communicating them with all those involved – young people and adults alike. Helping everyone to understand what the risks of an activity are and why they're a risk will be more beneficial to all than simply saying 'don't!'

These are some ways of sharing your risks and controls:

- Team planning meeting – discuss them at a leader meeting, helping you to put the assessment and controls together for all those taking part. This increases the understanding and ownership of the risks and controls.
- Team briefing – gather all the adults at the start of the camp, including those who may not be regular members of the team and parents helping for the first time. Go over all the controls and explain the reasons for them.
- Camp rules – plan in time to explain rules and the reasons behind them at the start of camp to young people, with leaders present.
- Give simple reminders like advising Scouts to be careful near the wood pile and reminding them to wear strong boots and gloves to avoid injury. Communicate control measures in a way that's easy to understand.

Behaviour

Any challenging behaviour on camp is often a direct result of poor programme planning. The key to a happy and positive nights away experience is to keep young people active and informed. Always make sure that the programme keeps the young people busy and that any 'free time' is planned, supervised and limited to small chunks.

Inappropriate behaviour should be handled sensitively in line with normal practices and the Young People First code of good practice (the Yellow Card). Make sure this is done promptly and fairly to stop the situation getting worse. Situations like this are easier to manage when there's a 'camp code of conduct' in place that adults and young people have created together and agreed on from the start of the event.

Some behavioural issues will not stem from the event's activities and will not necessarily be classed as 'bad'. Some might involve young people with additional needs. Away from home, this can extend to homesickness and bedwetting.

Homesickness

For many young people, certainly those at Beaver and Cub age, the residential event may well be the first time that they've been away from their parents. Keeping them active and involved is one of the best ways of preventing homesickness, as it often happens when a young person has too much time to reflect.

Another precaution is to recommend that young people don't bring mobile phones, or that they're collected in by a leader and used only at specific times. Often, phones remind young people of home and parents may contact their child directly to see if they're okay. If a sensitive child receives such a call, it becomes harder for them to immerse themselves in the programme, as they'll be thinking about home. Access to a mobile phone can also undermine the InTouch system put in place to communicate with home in the event of emergencies.

Homesickness tends to arise at the end of the day and is often associated with tiredness. When dealing with it, try to entertain the young person, allay any fears, and focus on the positives and other exciting things that you'll be doing the next day. Inevitably, there'll be occasions when you've tried everything to help, it hasn't worked and the young person's still distressed. At this point, it may be necessary to call the parents and maybe let them talk directly with their child, if they and you think it'll help settle them down. If that fails, the only option left will be to ask the parents to come and take their child home.

Occasionally, it may not be possible for the parents to come and get their child immediately, but often the knowledge that mum or dad is coming tomorrow will help settle them for that night. Often, a tactic that works well is to explain that their parents can't come until the next day and then the young person may,

after successfully completing that night away, suddenly decide that they want to stay for the rest of the event.

Bedwetting

Dealing with bedwetting, which can affect young people in all sections, is something that needs to be done in consultation with the parents and, where appropriate, the young person.

Not all young people who experience this issue will tell you before the event, though generally their parents will make this known. Bedwetting needs to be dealt with sensitively and privately, without drawing attention. It's often a good idea to have a spare sleeping bag with you in case of surprise emergencies. Common strategies include making sure they don't have an excessive amount to drink late in the day, and having sleeping bags for all campers aired each morning.

Personal hygiene

Many young people will happily not wash for as long as you let them. As a result, they'll need to be told morning and night to wash their hands and brush their teeth. Remind everyone to wash hands before preparing or eating food and after particularly dirty activities. Young people will get dirty on camp and that's part of the fun. The trick is to allow that to happen without it affecting anyone's health. On a longer camp, don't forget the value of a trip to a local swimming pool as a midweek activity.

Toilets

Similarly, young people should be urged to use the toilets provided (whether these are plumbed in or chemical toilets), rather than the surrounding trees and vegetation. Remind everyone that the tree they're currently using might be one that someone hides behind during tonight's wide game. When using any toilet facilities, everyone should treat them with respect and leave them clean and tidy for the next person.

If you're camping at a site without permanent toilets, you'll need to either provide:

- chemical toilets or
- construct latrines (you may need to check arrangements for this with the site owner first)

Chemical toilets

Chemical toilets can range from a simple bucket-type system with a seat and lid, to the more expensive pump-action toilets found in caravans. Find out beforehand what type you'll be using and the sort of chemical it uses. Read the label on the chemical container with care, as toilets usually require a very strong, corrosive chemical that needs diluting carefully with water to prevent burns.



How do chemical toilets work?

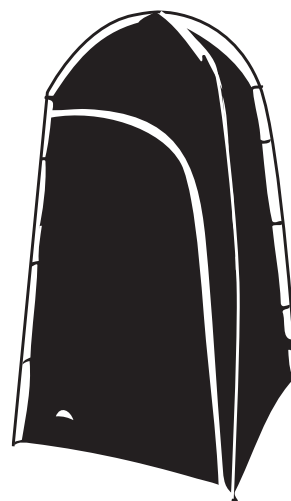
You normally fill the bottom section of the toilet about a fifth of the way up with the chemical. If the toilet has a 'flush' system, you need to fill the upper part with water.

How can I find out more?

Speak to your Group, District or County quartermaster for advice before the trip. When providing chemical toilets, it may be helpful to also dig a latrine to use as a urinal. Chemical toilets can be difficult for young campers to use. Be sure to explain how to use the toilet properly and remind everyone to inform a leader when there's a problem.

Toilet tents

Toilet tents are usually small, upright tents with either four corner poles or a fully interlocking frame. They house the chemical toilet. You should provide separate tents for male and female campers.



How to pitch a toilet tent

1. Unpack the tent carefully, so that you see how to pack it all up again.
2. Put together the poles and look to see how they fit onto the canvas. If there are four separate uprights, you may find that two are slightly longer. These will go at the front of the tent.
3. The canvas is unlikely to be square, so make sure that you fit it onto the frame the right way round.
4. When you've put up the tent, peg out the guy lines so that the tent is secure.

Maintaining chemical toilets

Chemical toilets should be emptied regularly, usually more than once a day. They should be emptied into a suitable foul sewerage system, such as through a manhole leading directly into a sewer. This isn't a job for young people. If there's no sewer access in your location (for example, on a greenfield site), you'll need to dig a cesspit.

You must:

- always ask the site owner for permission to dig holes for latrines or cesspits
- never dig them close to the main site or anywhere where they could contaminate the existing water supply.

Human waste in latrines and cesspits must be covered with a layer of soil after use and sprinkled with appropriate chemicals.

How to make a waterproof toilet roll holder

1. Cut the top off a two-litre soft drink bottle.
2. Cut a 1cm x 8cm slit down one side and put a toilet roll into it, threading the paper through the slit.
3. Cut an identical slit in the top half of the bottle and reattach the top to the bottom. This gadget can be left upright on the floor or suspended from the pole in the toilet tent.

Latrines

An outdoor latrine for older sections usually consists of a pit in the ground with a hessian or tarpaulin screen around it.

Constructing an outdoor latrine

The pits usually consist of a 'wet pit' (urinal), the bottom of which is lined with stones to assist drainage and a rectangular dry 'squat pit' usually 100cm long x 30cm wide x 60cm deep (minimum).

Keep all the soil taken from the pit in a pile beside the latrine, together with a trowel. Every time someone uses the toilet, they should scatter some soil from the pile into the pit they've used. Toilet paper should be kept in a waterproof container or plastic bag to keep it dry, as the latrine has no roof. Set up a washing area close by with a bowl, water, soap and towels. Make sure you properly explain how this works to all users, so they're comfortable knowing how to use it.



Keeping your toilet area presentable

Make the toilet areas as private as possible. Make a 'vacant' or 'engaged' sign for the entrance and keep a lamp burning by the toilets all through the night. Use insect repellent or flypaper to keep the number of insects down. An adult should inspect camp latrines regularly to check they're kept in good condition and to decide when it's time to dig new ones.

At the end of your camp

After you've finished using your outdoor latrines, you'll need to refill the pits, replace the turf and then mark the pit with a soiled ground marker. This is a cross made from two sticks.

Privacy

In shared accommodation, whether under canvas or indoor, it can be difficult to get much privacy, but as far as possible it's something that everyone should get. One key message for all young people is to respect each other and each other's property. Young people on camp without the right guidance tend to be very untidy and this can lead to conflicts when personal items go missing. A good habit for young people to get into is to keep their kit tidy and in their own bags, rather than scattered all over the floor. Arguments and accusations can be avoided if campers keep their belongings safely in their bags and only open them to get something out or put something back.

This is why it's helpful to have a regular (daily?) inspection of everyone's sleeping quarters, as well as the occasional 'spot check' at a random time during the day. The leaders doing the check will be able to see whether everyone's kit is neat and tidy (see page 26).

If something does go missing, it's generally found quickly when the young person's asked to have a good look through their bags. Often, the missing item will have been put in a different pocket. If they can't find it, have everyone in the same tent or room do the same. A little guidance from an adult goes a long way, as young people don't tend to be very thorough. That said, you shouldn't go through the bag in question yourself unless it's with witnesses and the young person concerned present.

Additional support needs

If there are young people in your Group with additional support needs going on a night away, it'll be beneficial to talk about how best they can be supported. Discuss what their requirements are with the person and their parents/carers, if appropriate. It's important not to make any assumptions about the support a young person will or won't need, and do this by having a conversation. The parent/carer framework is a great tool to support you with this. There may be reasonable adjustments that you'll need to consider, in order to make sure the young person is able to have a positive and valuable experience.

- Use any practical tips they have to offer.

For example, they may have some they use on school trips.

- As part of this discussion, ask for any support the young person wants or needs throughout the camp or during the time away from home.

- Ask if they have any requirements in relation to the venue or facilities to make sure it's accessible for the young person.
- Explore the possible ways the young person's needs could be met. This could be by arranging support from a member of the leadership team or a parent or carer.
- Know any extra requirements (equipment, access, etc) when planning for activities and training events.

Remember that support is available from your Assistant County Commissioner/Adviser/ Assistant District Commissioner (Inclusion) and online at **scouts.org.uk**

There are other useful resources and information on the Scouts website about making different types of adjustments for young people with additional support needs. These include visual stories for going on a camp.

Accidents

No matter how much you plan and prepare for risks, there will always be the chance of accidents on camp. Most of these will be minor bumps, cuts, bruises, burns and stings. Give first aid as required and make a note of the incident. Share this information with the parent or carer.

On camp, common complaints include headaches and stomach pains. Get permission from parents to give young people appropriate medication when they feel ill. On some occasions, young people may have more severe illnesses and injuries. An ambulance may be required or they'll need to be driven to the nearest hospital. In this instance, follow the accident reporting procedures set out in chapter 7 of POR. You'll also be required to report this to UK headquarters.

Non-emergency procedure

In the event of a non-emergency incident, such as a breakdown, you may wish to contact the parents or carers to let them know that the party will be late. You would do this in the way set out in your InTouch system.

Purple Card

Make sure you have an up-to-date copy of the Purple Card 'Safe Scouting and what to do in an emergency', which outlines the procedures you may need to follow for some emergencies, as well as some useful tips for staying safe.

Emergency procedures

- Remain calm and don't put yourself in danger.
- As soon as you can, get help.
- Assess the situation: stop, look and listen to work out what's happened. If necessary, stop traffic, switch off electricity or take any other action that's appropriate to the situation to reduce or remove the hazard.
- Give first aid to the best of your ability. Sit or lay the person concerned down (if it's safe to move them), talk to them and offer reassurance. A calm, friendly voice can help someone a lot and stop them panicking.
- If you're worried about someone's condition, talk to a doctor or hospital and get medical advice.
- Keep a full written record of all the relevant information and actions taken.
- Tell your home District or County Commissioner by telephone as soon as possible and follow up with the full details in writing.
- Make no admission of liability to anyone.

Reporting a fatality

You must follow the rules outlined in chapter 7 of POR when reporting a fatality.

Medical treatment

A hospital visit is recommended if:

- a person feels drowsy after a knock to the head
- a cut continues to bleed a lot or for a long time
- a young person shows severe symptoms of a common childhood illness. Be especially vigilant of diseases like meningitis.

These are obviously not the only times where a visit to the hospital is necessary. As the person responsible for the young people's welfare, you'll need to use your own judgement as to whether a person needs further medical attention.

Advice for a hospital visit

- Two adults who aren't the event leader should go to the hospital with the casualty if possible. The adults should take with them a copy of the relevant personal medical information.
- You may be able to keep in touch with a mobile phone if you're in an area with signal. This gives parents or carers a direct means of contact.
- The camp must still function safely for those that remain behind.

A duty of care

Under the terms of the 1989 Children Act, leaders have a duty of care towards the young people in their custody. This means that adults should adopt a common sense approach when dealing with injuries and illnesses. If you act reasonably when dealing with a problem, it's unlikely that you can be accused of unreasonable action after the event.

Parental consent for medical treatment

The consent of a parent or carer is needed before a doctor can carry out any procedures on a young person. Although parental consent cannot be transferred to another person, the Children Act 1989 states that an adult with parental responsibility 'may arrange for some or all of it to be met by a person acting on his or her behalf'. You can do this by completing an information form before the trip that gives the parent or carer the option to delegate responsibility for medical treatment to the leader of the event.

In law, parental consent for treatment isn't required for young people over the age of 16. A young person is considered to be able to give their own consent at this point. However, a young person under 18 cannot override the consent of the parent or carer.

Level of treatment

When first aid's given, leaders and other adults must act as 'a responsible parent would do in the circumstances.' In practice, this means that they must give a young person the same treatment that they would receive at home. In first aid terms, this might include giving some form of pain relief (paracetamol, Calpol or similar) for headaches, or the use of antihistamines for bites and stings.

It's important for leaders to have received permission from the young person's parents or carers, as well as details of why a certain treatment or product cannot be given to them. The most effective way of getting this information is to attach a list of potential treatments or medications to the personal medical information. The form should be completed, amended and returned by the parents or carers.

Administering prescription medicines

At all times, you must pay extra attention to people who are receiving treatments that involve prescribed medicines. Ask the parents or carers of younger members to provide the correct dosage in a safely-packed and clearly marked container, and give this to the leader. The marking should state: the

person's name, the name of the drug, any storage requirements, how often a dose should be given and the size of each dose. The designated first-aider must keep a written record of all these details and of each time the medication is administered. All medications must be stored securely.

First aid kits and medicine chests

First aid kits

The necessary contents, size, quantity and locations of first aid kits for residential events depends on the type of event. A first aid kit packed for a Patrol hike for example, is unlikely to be suitable as the only kit at a static Cub camp.

Storage and maintenance of contents

All dressings, plasters and bandages should be individually wrapped to make sure that they're sterile. They should also be checked to see that they're not past their 'use-by' date. All equipment should be kept in a dry, clean, airtight container, which is clearly labelled and easy to get hold of in the event of an accident.

Medicine chest

It's a good idea to take a medical chest to a camp or residential event for minor ailments. This could include medication for:

- indigestion
- sore throat
- headaches
- diarrhoea
- toothache
- mouth ulcers
- coughs
- chapped lips
- allergic reactions, like rashes
- sun protection
- after-sun
- bruising
- sanitary towels and tampons (depending on the age range).

In order to administer any medicines from the medical chest, you must obtain the permission of the parents/ carer before the event. When any of these medicines are taken, you must record all the details in the first aid log.

Smoking, alcohol and substance misuse

It's important from the outset that adults set a good example and shouldn't be seen smoking or drinking alcohol in front of young people.

The Green Card, 'Scouting and alcohol', gives guidance about how to manage this. It's vital that there continue to be enough adults, free of the influence of alcohol, to manage the event and maintain the ratios of young people to adults laid down in POR. You may need to set down specific rules for something like a family camp, where some adults aren't familiar with being around under-18s in anything other than a family setting.

It's now against the law to smoke in public places, including Scout buildings and minibuses. This also includes marquees and tents at camps or during activities, although a risk assessment should show that it's a bad idea smoking in these areas anyway. For a Scout Network (over-18) residential experience, it's a good idea to lay down some ground rules before the event regarding smoking and drinking alcohol. This should address whether these activities are appropriate during the event. Further details and guidance can be found in the 'Life Issues' pages on scouts.org.uk

What to do if you find young people with substances

You may not want to handle illegal substances taken from young people yourself. The Misuse of Drugs Act of 1971 states that: 'It is a defence to the offence of possession that, knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing or continuing to commit an offence and that as soon as possible after taking possession of it, they took all such steps as were reasonably open to them to destroy the drug, or to deliver it into the custody of a person lawfully entitled to take custody it'.

- Write down the details of the incident, in case you need to talk about the matter later with any professionals. If possible, remove substances with another adult present.
- If you have any medical concerns, then you should follow normal health and emergency procedures.
- You should contact the Safeguarding Team at UK headquarters (24 hours) for further support and guidance.

Sexual health in Scouts

We offer guidance on 'Promoting good sexual health in Scouting'. This information can be found online at scouts.org.uk/shis

Insurance

All of our members are insured while taking part in properly-approved Scouts activities, so long as they're following our activity rules. For more information, contact the Scouts Information Centre on 0345 300 1818.

Through Unity – Scout Insurance Services, our personal accident and medical expenses policy provides benefits to its members in the event of an injury during a Scout activity. This policy isn't intended for income protection, so adults still need to look after themselves and manage their individual circumstances carefully.

Unity also arranges substantial and comprehensive Legal Liability protection for leaders and other persons authorised to be in charge of (or to assist with) a Scouts activity against claims made by members under their control. It also covers similar claims by parents or carers, or by third parties, alleging legal liability arising out of injury, loss or damage that happens during an authorised Scouts activity. The cover extends only within the law of the land and doesn't cover reckless or grossly irresponsible behaviour or criminal activity. Not following POR could result in members having to cover the cost of defending themselves and/or settling a claim personally.

Unity/Scout Insurance Services provides cover and advice on:

Employers Liability

If you pay someone to do a job, you must have Employers Liability insurance. It's possible for an implied contract of employment to exist, even where no money changes hands. For example, if an honorary warden gets free food and board, this would require you to arrange Employers Liability cover. Remember that if you're legally an 'employer', you have a responsibility to make sure that the workplace is safe. The Health and Safety at Work Act is likely to apply to you and the Health and Safety Executive (HSE) would have the authority to demand compliance and

prosecute for any failures.

Non-member children

This scheme covers children under the age of 18 who aren't members of Scouts. These young people will usually take part in organised Scouts activities because they're with parents or carers who are leaders, helpers or supporters. Your County or Area will usually arrange this for you.

Short period use

Every piece of equipment that you borrow or hire needs to be insured. This includes items you own that you're lending to someone else. Never assume that equipment is covered if it hasn't been used in a while or if it's owned by someone else. You should always check to see that it's insured before you use it.

Personal effects

We don't provide insurance for personal effects. Unity can help with this by arranging cover under another policy.

Travel insurance

Travel insurance must be in place to cover medical, personal liability, personal effects and cancellation costs incurred during a trip in the UK or overseas.

Other aspects of insurance Unity can provide cover and advice on include:

- Property and equipment
- Money
- Cancellation and abandonment
- Large events
- Go-karting and quad bikes
- Trailers
- Minibuses
- Other motor vehicles
- Use of private vehicles



More info

Contact Unity – Scout Insurance
Services on scouts@unityins.co.uk
or 0345 040 7703
scouts.org.uk/insurance

Fire precautions

All adults and young people in your party should know what to do in case of a fire.

Indoors

Hold a safety briefing as soon as you arrive. The following things need checking:

- What and where are the escape routes out of the building?

- Make sure all the escape routes are clear.
- Does everyone know where the assembly point is?
- If windows and doors are usually locked, make sure that those on emergency routes are unlocked
- Check the smoke alarm and carbon monoxide alarm work.
- Do a safety check every evening.
- Make sure all electrical appliances are turned off at the plug, where possible.
- Check all cigarettes or candles been put out properly (discourage the use of both).
- Explain to everyone what to do and where to go in the event of a fire.
- Know where to find fire extinguishers and fire blankets.
- Explain that anyone finding a fire should raise the alarm immediately and make sure everyone knows how to do it.

In the event of a fire:

- shout to wake up everyone else and get out
- when escaping, check closed doors with the back of your hand. If the door is hot, don't open it. The fire is behind that door. Find another way out.
- Be able to account for all the members of your party and inform the emergency services so that anyone trapped can be helped.

At camp

To help reduce the risk of fire at camp, sleeping tents should be placed at least two metres apart, space permitting. There should be no cooking or naked flames in or around sleeping tents. The cooking tents, dining shelters and caravans should be spaced at least six metres apart from other tents, again space permitting. It's a good idea to provide each cooking area with a fire bucket, fire blanket or fire extinguisher and to show everyone how to use one. Find out what the fire regulations are for the site you're using and the warning alarms used.

Finally, before you even get to camp, talk about safety as part of your agenda at camp planning meetings and with the young people attending the event. You should also review your approach to safety when each camp ends, as you may have learned something for next time.

Injury, loss and damage

All accidents and incidents involving injury, loss or damage should be reported promptly, as outlined in POR.

Chapter 7

Catering

Planning

Lightweight expeditions

Who is doing the cooking?

Methods of cooking

Homemade ovens

Estimating food quantities and shopping

Kitchen and store planning

Kitchen and general hygiene

Storing food

Cleaning and waste disposal



Planning

Think about how you'll deliver a menu that everyone enjoys. Ideally, you want to produce something that keeps everyone well fed, while inspiring young people to want to learn how they can cater for themselves.

Menu planning

Planning your menu should be done with your programme in mind. Your party will need the right balance of nutrients and enough energy to take part in activities. You also need to bear in mind what your cooks can manage with the equipment and facilities available, together with the numbers being catered for.

Essential information before the event

In order to plan the menu properly, you'll need to know:

- the approximate number of young people and adults
- any special dietary requirements or allergies
- the programme for the camp, activities and timetable
- how you're catering (centrally or in Patrols)
- what cooking equipment and facilities are available
- accessibility to shops in the area
- storage facility details, such as size of stores, fridges or cool boxes.

Balance

The menu should be balanced and contain a mixture of proteins, fat, fibre and carbohydrates.

It's a good idea to include at least two cooked meals per day. Breakfast is a very important meal, so giving everyone a choice including cereals and a cooked breakfast is best practice.

For lunch and dinner, your programme will dictate whether one or both meals are cooked. If you only have one hour for lunch, Patrols won't have time to prepare, cook and clear away a hot meal, though centrally-catered camps may be able to. The time of year will also influence your decision. For example, in the summer, a light lunch of sandwiches might be preferable, whereas in winter all meals should be hot.

Ideally, try to have fruit and squash available all the time to help young people supplement their meals healthily. In warm weather a drinks station is even more vital and needs to be topped up regularly.

Don't give easy access to biscuits and cakes between meals, as young people may fill up on these and not eat at mealtimes.

Supper is a Scout tradition and it's the best time for cakes, biscuits and of course, hot chocolate.

Dietary needs

No-one should be made to feel they're being 'difficult' for having different needs. If a young person has a particular requirement (medical, cultural etc), talk to their parents before the event. You'll need to put alternatives into your menu where necessary to meet their dietary needs. Where possible, it may also be worth trying to provide alternatives for anyone who simply doesn't like something and refuses to eat it.

Lightweight expeditions

Young people going on expeditions who are carrying their food and equipment need a different approach. A menu needs to balance the nutritional value of meals, what can be done with portable cooking equipment, the size and weight of food and the length of the trip. Some firm favourites for expedition catering are: packet foods like rice, pasta, soup and porridge, dry foods, wraps, snacks, and fresh fruit.

Who's doing the cooking?

If you're catering centrally with a cook and some helpers, all meals should form part of a balanced diet for everyone in the party. How effectively you're able to do this may depend on what equipment and facilities you have. Scout, Explorer and Network events, where you might cater in Patrols, will need a different approach.

You'll need to consider:

- how experienced they are
- what they've cooked before
- whether they're cooking on open fires
- how many pans they'll need
- how many pans they have
- how long the preparation will take
- how long the cooking will take
- how long the washing up will take.

Planning around these factors will allow you to make enough time in your programme for preparing food. If you have to prepare a cooking fire, you'll need to allow longer than if you're cooking on a gas stove. Washing up also takes longer if open fire-cooking, as the outsides of pans will become a lot dirtier.



Handy hints

Rubbing washing up liquid on the outside of pans before cooking on a fire makes cleaning up a lot easier.

It's usually best to allow two hours per meal. Remember that some young people may not be used to catering for themselves and may struggle to organise cooking and cleaning in the most efficient way.

Centrally catered events will allow you to have more activity time, as the young people will only be eating and, possibly, washing up. However, centrally catered events won't help the young people learn how to cater for themselves.

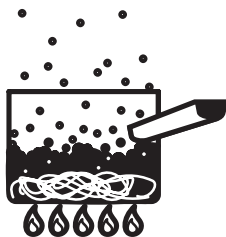
It's possible on camps to use both catering approaches, with a mixture of Patrol cooking and central cooking, depending on what you wish to achieve. Central catering doesn't necessarily mean that the young people don't get involved. For example, a Patrol could help out the cook at mealtimes on a rota basis, with the right supervision.

On camps that are mostly centrally catered, you may wish to have one or two meals where the young people try 'backwoods' cooking on fires without pots and pans. This can be a fun and useful activity for young people and gives the catering team a break.

Methods of cooking

When using different methods, make sure that all parts of the dish are ready to serve at the same time and that everything is properly cooked. Here are some of the different methods and cooking techniques that can be used.

Boiling – Cooking in water



This is the simplest and most common method of cooking and, providing you don't boil the pot dry, the method least likely to go wrong. This method can be used for most vegetables, rice and pasta.

How long does it take?

Cooking times will vary. With the water boiling, green vegetables tend to take about 10 minutes, while hard root vegetables might take as much as 30 minutes.

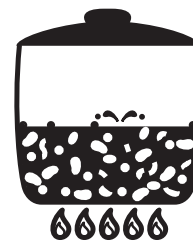
Does the water need to be boiling to begin with?

Root vegetables should be placed in the water and brought to boil from cold. Greens are best put into the water once it's boiling.

Overcooking

All vegetables should be cooked with the pot lids on, but pasta is boiled without a lid. Take care not to overcook, as all foods tend to lose colour, taste, texture and nutritional value if boiled for too long. Remember that by cutting vegetables up smaller, you'll reduce the cooking time.

Stewing – Cooking in water or stock, below boiling point



Stewing involves bringing food to boiling point, and then simmering it at a temperature just below boiling point. The old saying: 'a stew boiled is a stew spoiled' is quite accurate. It's normally used as a means of cooking meat or fruit.

How long does it take?

If you're stewing meat, it'll take at least an hour after the liquid comes to the boil.

Overcooking

Root vegetables are often included in a meat stew, but softer ones like potatoes should be added part way through the cooking. This stops them overcooking and turning into pulp.

Flavouring

Meat stews are much tastier when stock cubes are added, while there's also a wide range of ready-made and powdered sauce mixes that can make a big difference. Sugar is a nice addition to most stewed fruits. For any stew, long simmering times require good fire and heat management.

Frying – Cooking over heat with a film of fat covering the bottom of the pan



This is often assumed to be the most common method of cooking at camp. In fact, it's also the most difficult to do well. The main problem is maintaining a moderate heat source over a large enough cooking area, so that several portions can be cooked together. A fire can provide a large enough cooking area, but it can be difficult to hold the critical temperature needed for more than a few minutes. Stoves have a flame that can be more readily controlled and produce enough heat for a period of time, but burners aren't usually large enough to cook in large quantities. Frying should be used sparingly.

Stir-frying – Cooking all ingredients together in a pan with a tiny amount of oil

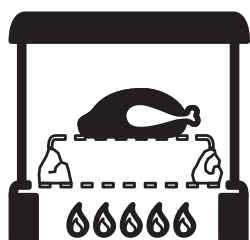


Because all of the ingredients are cooked in the same pan at the same time, less space is required over fires, less time is required compared to other methods, and many people can be served together.

How long does it take?

Care will need to be taken to start certain ingredients before others, such as meat before vegetables, as their overall cooking time is different. Cutting meat into smaller pieces will reduce the cooking time.

Baking and roasting – Cooking in an oven without covering



Baking can be used for most foods from pastry and bread to meat and vegetables. Roasting is for hearty meat and vegetable dishes.

How long does it take?

As camp ovens differ widely in design some of your timings are going to rely on trial and error. For baking potatoes, try wrapping them in foil and putting them in the embers of a fire once the flames have died down.

Pot-roasting – A method of roasting a joint of meat, without an oven



A large billie, with a capacity of seven or eight litres and a diameter of about 20cm is the ideal container. Hard root vegetables such as turnips, swedes, parsnips are cut into large pieces (onions are best left whole), packed tightly into the bottom of the billie to a depth of about 10cm, and just covered with water. The meat is then placed on top of the vegetables, standing clear of the liquid. The billie's brought to the boil and the dish simmers with a lid on until the meat is tender.

How long does it take?

This normally takes about half an hour per pound, depending on the cut of meat. You must check the billie regularly during cooking to make sure it doesn't boil dry.



Grilling – Cooking over or under a direct, fierce heat

Grilling's suitable for thin cuts of meat, fish, poultry or game, a few items such as mushrooms or tomatoes and bread (for toast). It's very difficult to achieve good results over an open fire.

How long does it take?

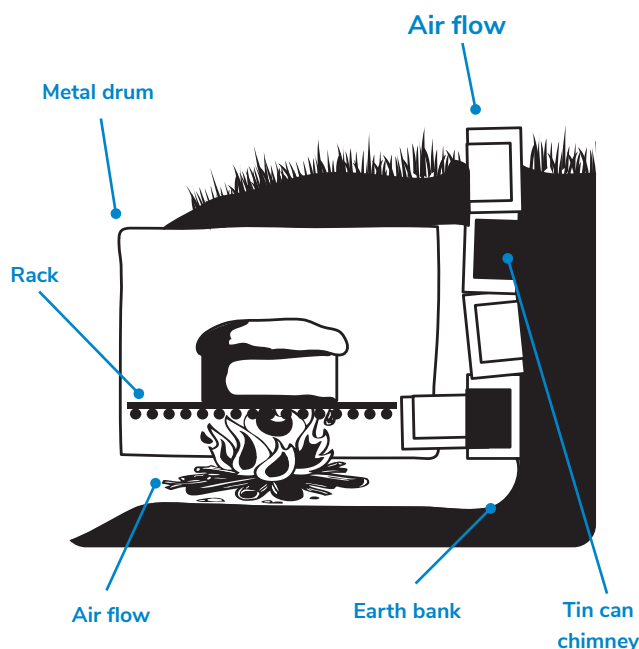
This is a pretty quick method of cooking which shouldn't be left unattended. Food often needs 'turning' throughout to cook it evenly. A barbecue works on the same principle. It's very important to check that meat has cooked through properly to avoid food poisoning.

Cooking with stoves

Stoves must be placed on a stable base for cooking. Placing them directly onto a trestle table or plastic surface is likely to scorch or melt the surface. A metal-coated board could protect the table. You can also get stands specifically designed for gas stoves, which have shelves underneath for pans, utensils etc. It's often a good idea to have some thin 'off-cuts' of wood that can be used under the feet for levelling the stand or table. Cooking shouldn't be done on stoves in sleeping tents. If you need to take cover, use a well-ventilated dining shelter or mess tent to cook in. See chapter 5 or further information about stoves.

Homemade ovens

Making an oven can be a great activity to run. It also means you can slow-cook meals during the day while everyone's taking part in the programme.



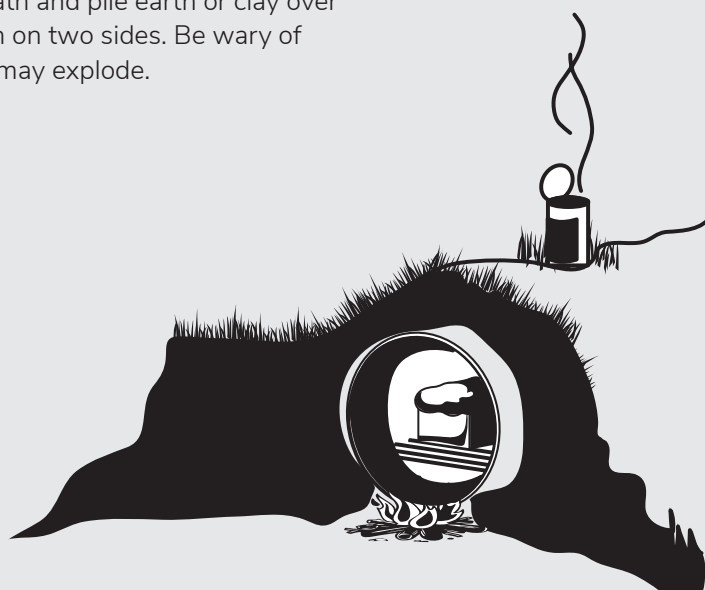
How to make a metal box oven

You'll need:

A well-cleaned biscuit tin or oil drum, a number of old tins and a grid (shelf.)

1. Find a bank and dig a hole or trench in it, with the landowner's permission.
2. Rest the metal container in the top of the hole in the bank or over the trench.
3. Light a fire underneath and pile earth or clay over and around the oven on two sides. Be wary of flints or stones that may explode.

4. Use the lid of the container or a suitable metal sheet as the oven door. A grid can be inserted into the oven to make a shelf. This will stop the food burning on the bottom.
5. Make a chimney from tall thin tins or from metal or clay piping at the back and pile the earth around it.



Haybox oven

A haybox oven works best for cooking casseroles, rice and porridge. Make sure that you're not in a rush, as the cooking times with this oven can be double what they are in home ovens. A good idea is to partially cook the food, as described below, when one meal ends and then it should be ready in time for the next one.



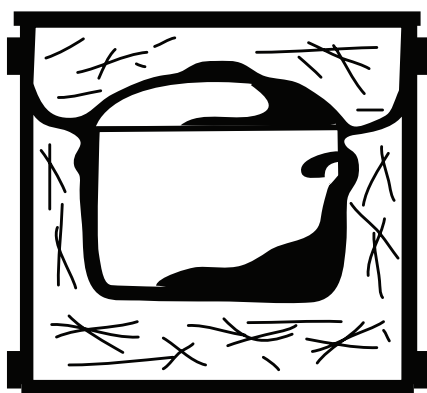
How does the haybox oven work?

The principle of haybox cooking is simple. Any heat applied to a pot after it reaches boiling point replaces the heat that's lost to the air in an insulated cooker, as heat in the food is prevented from escaping. As a result, no additional energy is needed to keep the food cooking.

How to make a haybox oven

Equipment:

- You'll need a solid wooden box, like a tea chest, a standard dustbin (metal or plastic) or a hole in the ground. Any insulated container that can withstand the cooking temperatures and that fits snugly around the pot will do nicely. Since hot air rises, a container with an opening at the base rather than on top will retain more heat.
- Cotton sheeting and a pillow case.
- Insulating material: hay, newspaper (scrunched up or torn into strips and rolled into small balls), straw, wool, feathers, cotton, rice hulls, cardboard, aluminium foil and any other suitable insulating materials. Make sure the materials you choose don't release any toxic fumes or fibres; Avoid fibreglass and foams.
- Sheets of newspaper to line the box.



Instructions

1. Line the bottom and the sides of the container with sheets of newspaper.
2. Place thick layers of insulating material in the bottom of the box and fill up to half way. Press down firmly.
3. Select a pot with a tightly-fitting lid. Stand it in the centre of the box on top of the hay.
4. Pack more insulating material around the pot, approximately 5–10cm of thickness, and up to the rim. Make sure you can still lift the pot easily from the hay.
5. Remove the pot and line the nest with cotton sheets to prevent bits of the insulating material getting into the pot.
6. Pack the rest of the hay into a cotton pillowcase and fit it snugly on top of the lid.
7. Cover the box with a piece of wood or board to create a heat trap.

Preparing food for the haybox oven

1. Prepare the stew or casserole, as you'd usually do on a stove. Make sure that the pot's as full as possible.
2. Bring the dish to the boil and simmer for a few minutes, depending on the particle size (five minutes for rice or other grains, 15 minutes for large dry beans or whole potatoes). This should be about a third of the overall cooking time.
3. Quickly move the pot to the haybox, while still boiling, for the remaining two thirds of the cooking time.
4. When ready to eat, remove pot from the haybox and bring back to the boil, stirring occasionally to make sure the entire dish (especially meat) is heated through. Serve immediately.

Open fires

Creating and controlling fire is an important and fundamental skill in Scouts. A fire forms the focal point of your site and it's necessary for cooking and keeping warm. As a result, it's important to know how to prepare, lay and light different sorts of fires, as well as how to put them out and clear the area afterwards. See chapter 5 for more information.

Types of fire for cooking

There are different types of fires for different types of cooking.

Altar fire

An altar fire is raised up off the floor on legs or some kind of base. For example, it may sit on metal oil drums or frame. This means that an altar fire doesn't damage the ground and is at a more accessible height for cooking. Being raised off the ground also means the fire is a fixed size and shape, which stops it getting out of hand and encourages sensible use of firewood.

Altar fires can be self-built, but care needs to be taken with the design to allow for easy transportation. It's best to design it in sections that can be transported with ease and put together at the site. Otherwise, they can often be rented on campsites, especially where the site doesn't allow ground fires.



Making a trench fire

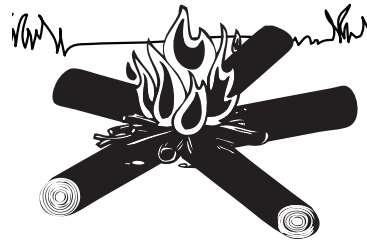
Your trench needs to be about 40cm deep, 60cm wide and 1m long.

Use bricks or stones to firmly support fire grates, rather than earth banks, which could easily collapse. Check the direction of the prevailing wind when setting up the fire, as you'll want the wind to help fan the fire to get it going. If you block the flow of air with the grate supports, your fire will not be as efficient as a properly-ventilated one.

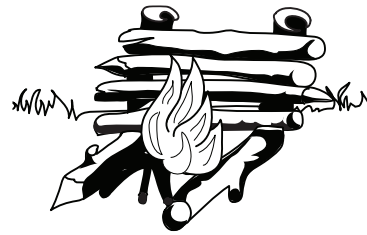
Remember to get permission from the landowners before digging your trench.

Other types of fire are useful in certain circumstances, although usually just for practising skills rather than trying different cooking methods. These include star fires, reflector fires and crane fires.

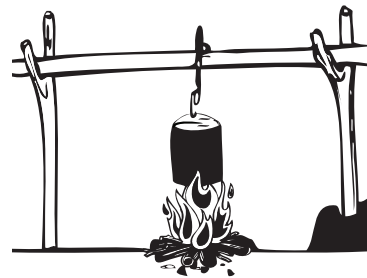
star fire



reflector fire



crane fire



Handy hints

- When cooking meat on a fire, make sure that it's not burnt on the outside and raw on the inside by seeing if the meat juices run clear. A cooking thermometer can be a cheap way of checking for uncooked meat.
- As custom-made fire grates are expensive, some groups buy boot-scraping grates instead. Old grates from a cooker will do too. Each fire normally requires two of these.

Backwoods cooking

Backwoods cooking is the art of cooking without using traditional utensils, such as pots and pans, and using 'natural utensils' instead. It's an ideal activity for camps, where you have open fires and lots of wood to make natural utensils. Always have a 'back-up plan' for this activity, as there's usually a pretty good chance something will go wrong with the cooking.

Backwoods cooking ideas

Spud eggs

Cut the top off a potato, hollow it out, crack an egg into it, replace the lid and wrap it in two layers of foil. Put in hot embers for 40 minutes.

Sausage (or any meat) casserole

Wrap sausages (finely chopped beef and chicken are nice too), with some chopped onion and your choice of other vegetables in cabbage leaves. Seal with one layer of foil and put into embers for around 30 minutes.

Orange eggs

Scoop out the flesh from half an orange, crack an egg into it and place on hot embers for 15 minutes or so. Remove this with care when it's ready.

Kebabs

Peel the bark from a long 'green' (living) stick (not laurel or yew, as these are poisonous) and push a mixture of chopped sausages, onion, mushroom, peppers and tomato onto it. Cook over hot embers until the sausage is browned.

Twists or dampers

Mix self-raising flour, water, milk and an egg (or just plain flour, water and vegetable oil), to make a thick dough. Roll into a 'snake' and wrap it around a green stick. Toast over embers until lightly browned and serve with butter and jam.

Chocolate banana

Slice an unpeeled banana in half lengthways and push chocolate buttons inside. Close it up, wrap in two layers of foil and cook in hot embers for up to 15 minutes.

Baked apple

Cut out the core of an apple, place the apple on foil and fill the hole with raisins, sultanas, sugar and, if desired, chocolate. Wrap in two layers of foil and cook in hot embers for 20 minutes or so. Eat carefully, as the sugar gets very hot.

Estimating food quantities and shopping

Aim to order enough food so that no one goes hungry, but be careful to avoid over ordering.

Measuring quantities

Here's a useful rule of thumb:

- 25g (1oz.) flour, cocoa, custard powder = a well-heaped tablespoon
- 25g (1oz.) sugar, rice, butter, fat = a level tablespoon
- 250ml (half a pint) liquid = a normal camp mug full

The camp mug measure

It's also possible to use a half pint 'camp mug' for measuring all sorts of quantities. Be careful, camp mugs also come in a pint size. Check yours before you go on camp.

A half pint camp mug, lightly filled, will hold the following approximate weights:

- 125g (5oz.) flour
- 200g (8oz.) sugar
- 100g (4oz.) grated cheese
- 175g (7oz.) rice
- 150g (6oz.) dried fruit

It's a good idea to get a set of measuring scales or cups to avoid using approximate weights for tasks such as baking cakes, where measurements need to be precise.

How much food to buy

Generally, the quantities to buy per head for a Scouts event are in line with those on the list on the next page. Remember to reduce amounts down for younger sections and increase for older sections. Reducing or increasing by about one quarter of the total amount is usually sufficient.

Dairy produce

- Milk (for cereal and hot drinks), 375ml (1/2 pint) per head per day
- Butter/spread (low fat?), allow 250g spread for every three/four loaves
- Eggs, one per person (for meals with eggs – like cooked breakfast)
- Cheese, 500g (1lb) between 12 people. Also allow some for people who don't eat meat and late night sandwiches for adults.

Meat

- Meat, 120g (4oz) per person
- Bacon, two rashers per person
- Sausages (large), two per person for breakfast, more if you're doing 'bangers and mash'. Chipolatas (thin) will cook quicker and reduce the risk of undercooking sausages.

Vegetables

- Potatoes, 200g (7oz) unpeeled per portion
- Onions, one medium-sized onion between three people
- Tomatoes, one large or three small per person
- Cucumber, one between eight people
- Carrots, one medium-sized carrot per person
- Sweetcorn, one standard tin (c.300g) between four people

Fruit

- Apples, oranges and bananas, two items per person per day.
- Tinned fruit salad, one standard tin between two people

Bread/pasta

- Bread, allow one loaf per day per eight people
- Rolls, one per person per meal
- Pasta, 75g per person
- Rice, 50g per person
- Cakes and buns, estimate the number of slices per cake, one slice or one bun per person
- Biscuits, buy several packets of different varieties (chocolate ones may melt)

Dried and tinned goods

Cereal (like cornflakes), 15–18 servings per 750g box. Younger members may prefer sugar-coated cereal. Weetabix uses a lot of milk.

Porridge, a camp mug full makes enough for around three people.

Baked beans or spaghetti hoops, one standard tin between three people

Instant whip cream, one pack serves two (and uses 1/2 pint milk)

Custard, one standard tin or packet of powdered instant custard between three people (quantities are usually pointed out on the packet)

Where and when to buy

When you buy the food will depend on local stores, what transport you have and your ability to store it appropriately. Think about the length of your event and what cooking equipment you have.

For a short event, such as a weekend away, it's probably best to buy everything you need and take it all with you. If that's not possible, or you're going away for a longer period, you'll need to pick up supplies during the event from stores close to your venue.

Often, campsites are within a short drive of a major supermarket and these sometimes open 24 hours a day. You'll need to find out in advance where the nearest shops are and how to get there. You'll also need to plan when during the event will be the best time to go shopping.

On longer events, there are two ways to get all your supplies. You might be able to pre-order online from a supermarket that provide a delivery service, if it's available in the area. The alternative is to go and pick up the shopping as and when required on the event. Be sure to leave enough leaders on site to safely manage the camp.

Delivery

There are a number of advantages to getting everything delivered:

- You can work out all the quantities and place the orders before the event.
- It gives you the option to pay online.
- It decreases the amount of money you'll need to bring away with you.
- It means you won't need to leave the site to shop during the event.

The main disadvantage is that once you've ordered you're stuck with the menu as originally planned and quantities originally ordered. This may leave you with leftover items that will need storing back at your meeting place. Bear in mind that some supermarkets do now allow you to change your order up until the day that it's delivered to you.

Shopping

There are some advantages of going out and doing the shopping:

- You can change the quantities or foods if your planned menu proves to be impossible or your quantities are wrong (over or under). This should mean that you take few, if any, surplus items, which can be heavy, back to the stores.
- You can restock on other consumables that may be running low, such as washing up liquid.
- It's useful if you need to replace some equipment that's broken, like the tin opener.

The main disadvantages of this approach are that you'll need to take more money with you to pay for the shopping, and you may have to take one or two members of the team off site each time you shop. You'll also have to take into account that the exact products you wished to buy may not be available, and a more expensive alternative may have to be bought.

Tuck shops

Many campsites operate providores (site shops) selling lots of the things that young people like to eat. Always check the opening times and make sure that no-one fills up on sweets before eating a main meal.

If you're at a location without a providore, then you may choose to provide the young people with their own mini tuck shop. It's generally best to keep to sweets in packets that won't melt or go off quickly, and limit how much each person can have and the times when they can access it.

Kitchen and store planning

The amount of planning required will depend on whether you're leading an indoor or outdoor residential experience.

Indoor kitchens

If you're lucky, your indoor kitchen will have adequate cooking facilities. However, extra equipment may be required, such as a gas stove or a gas cooker. You may even have to take along a water boiler.

Outdoor camp kitchen

In camp, the kitchen must be:

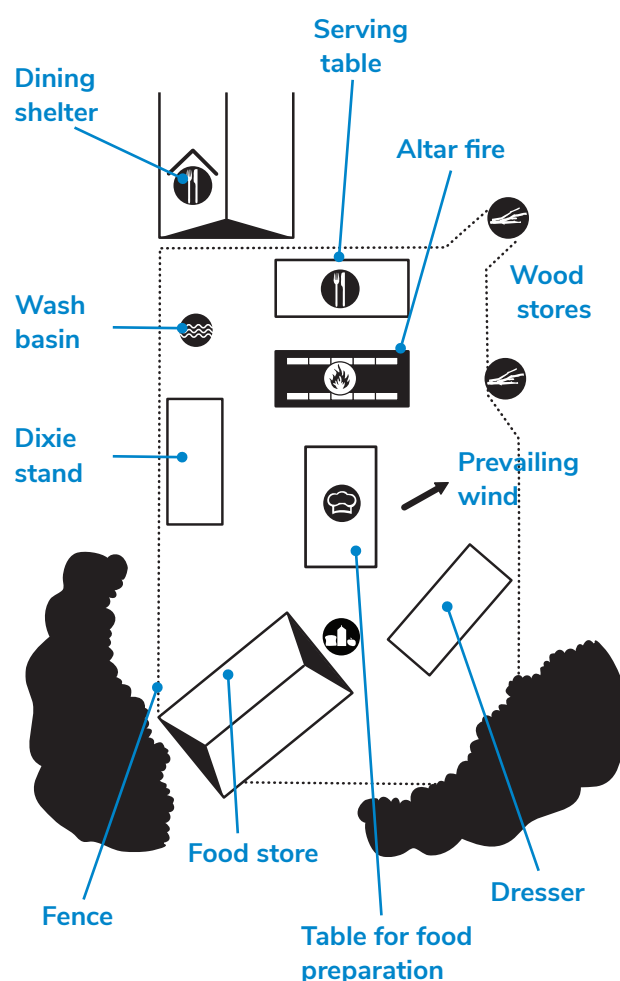
- as near as possible to the water supply
- downwind of the main camp
- on level ground
- roped off and made 'out of bounds' to very young people

- A fire shelter is also a good idea if cooking on an open fire.

Your kitchen layout

You should think about the layout of the kitchen carefully:

- Stoves and preparation tables should be arranged with enough room in between them that cooks and helpers can move about easily.
- If using dining shelters, make sure that you put any stoves or tables in the centre at the point where the roof of the shelter is highest. You don't want to be leaning down to cook or have a stove too near the canvas.
- In a larger mess tent, make sure that there's a clear escape route and that good ventilation is maintained when cooking.
- The kitchen should be arranged so that the prevailing wind takes away odours and smoke, without it crossing any working areas.
- Set up a serving table where young people can safely collect their food without going into the preparation areas.
- Consider how to keep the preparation table, fire, wood pile and serving table covered in the event of rain.



Outdoor kitchen equipment

You'll need to check that you have all the equipment you'll need to cook the menu you prepared in the style of kitchen you've got.

For this, you might need some or all of the following: gas burners, ovens, fridges, cool boxes, storage boxes, tables, cooking utensils, crockery and cutlery (more than one set per head). Bring some extra storage boxes for any shopping you pick up while away. Arrange so that everything's tidied away after meals, keeping surfaces tidy and the equipment and food in its proper place. You don't want to attract insects and animals.

You must make sure that rubber hoses used with gas appliances are checked regularly, and before use, for any deterioration. They shouldn't be stored (long term) in direct sunlight and should be replaced every three to four years, or if damaged. Check out the Gas Safety guidance at scouts.org.uk/safety

Hot water boilers

When camping, there's nothing worse than having to do the washing-up in cold water. Kettles over the fire may provide enough for small groups, but you'll need to be clever to provide for a larger group.

■ Galvanised dustbin boiler

This is by far the simplest method of boiling water. You need to make sure that the dustbin has a watertight seam. If a watertight dustbin is hard to find, ask someone with welding equipment to seal it for you. It's best to use a small, low fire for heating the water, as the dustbin can then be placed directly over the fire.

■ Gas urns

Although expensive, this is a worthwhile investment if you need a ready supply of hot water. Remember to check that you have enough fuel to last the duration of the event. Check the Gas Safety guidance too

Ovens

It's possible to get ovens that sit on top of a gas burner or fire. Ovens can really boost your menu options if you're centrally catering – roast dinners, lasagne, shepherd's pie, pizzas, apple crumble, pies and cakes are all a possibility.

If you don't have the funds to buy an oven, it's possible to make ovens and this can be an exciting camp activity. See page 83 for further details.

Kitchen and general hygiene

It's the responsibility of the caterer to make sure no-one gets ill from food. It's simple to prepare and serve food hygienically if you know what you're doing. Consider doing some training for your kitchen team, if necessary.

Check out the guidance on Food Hygiene and Camp Cooking at scouts.org.uk/safety

Food poisoning

This is an acute condition, which can occasionally be fatal. It's caused by eating food that's contaminated with bacteria. The symptoms can develop in a few hours or up to three days after eating the food. The signs and symptoms to look out for are:

- vomiting
- diarrhoea
- fever
- nausea
- stomach pain.

The main causes are:

- waterborne viruses
- bacteria
- insecticides and chemicals
- poisonous plants.

How is bacteria passed on?

Bacteria can be transported to the food by:

- unwashed hands
- dirty utensils
- dirty dish cloths
- rubbish
- cross contamination
- undercooked food
- incorrectly stored food (like unrefrigerated chilled goods)
- rats and other vermin.

How to encourage cleanliness

Leaders must make it simple for young people to get into good hygiene habits. Allow everyone time during the programme to:

- use the toilet regularly and wash their hands properly after
- wash their hands well before meals and after activities
- relax and take breaks to get their strength back.

Preventing illness

Hygiene starts in the kitchen area. All utensils and cutlery must be kept thoroughly clean, including the facilities for hand washing. For this reason, it's best if the cook doesn't handle any fuel.

Controlled entry to the kitchen area

The cook should only allow authorised helpers into the kitchen area, who've already washed their hands. Nobody with a cold or cuts on their hands should help prepare meals, unless any cuts are well covered by gloves or a blue, catering plaster. Long hair must be tied back. Young people helping to clean vegetables or to wash up should be aware of and understand these rules.

It's best to use disposable dishcloths (preferably biodegradable) and tea towels must be regularly washed. Many leaders ask all young people to bring their own tea towel with them. This means that each young person can help with the drying up, and that there's usually a clean, dry towel to use.

Catering tips

- If frying on a wood fire, use a covered frying pan or splatter guard.
- Make sure that you have enough fuel before you start cooking on a portable stove.
- If you're using a wood fire, make sure that the grid takes the weight of all the utensils safely.
- Light a wood fire early, when you still have plenty of time. Remember that it's not like switching on an oven.
- The best cooking fires are smokeless and flameless. A good bed of hot ashes gives a constant heat, and constant heat is the secret of good cooking.
- Defrost frozen food before cooking over an open fire. Food can take several hours to defrost, so you should arrange to collect frozen food from a shop well in advance to cooking it.
- Keep a container of hot water on the fire or stove whenever you're working in the camp kitchen. You'll always have a supply on tap for washing-up with and for making hot drinks.
- Always put water on to boil for the washing-up water before you sit down to eat.
- Don't attempt to lift heavy containers of boiling water. If you need to transfer hot water, use a jug or ladle.
- Handles of pans and utensils can get very hot. Use thick gloves to avoid burns.
- Try to serve your food in an attractive and appetising way. Even something which tastes good can be off-putting if it looks messy.

- Keep the kitchen area clean and tidy. That way you'll be able to find everything when you want it, prevent accidents and avoid 'unwanted visitors' attracted by food scraps on the floor or on surfaces.
- Get everyone to scrape food scraps into a 'slops' bucket or grease trap.
- Burn or bin food scraps immediately after every meal. This may depend on the rules set out by the landowner.
- Hang tea towels on a short washing line made from two lengths of sisal twisted together. Tuck the towels through the twists and then you don't need pegs.
- Serving spoons, ladles and other implements should be put on a plate – never on the ground.
- Use separate chopping boards for raw meat, cooked meat, bread and dairy products, or clean the board thoroughly between uses. Using different coloured boards can be a simple way of making sure you use different boards for different products.
- Use several cool boxes so that you can separate raw meats from other chilled food.
- Watch out for signs of rodents, like squirrels raiding your stores.
- Don't be afraid to use 'convenience' foods.

Storing food

All food must be kept covered to prevent it being contaminated by dust, dirt and insects. Bring lots of aluminium foil, plastic food containers and bags.

Food containers

Cool boxes are an excellent way of bringing food that needs to stay cool. They can also be used for milk storage during camp. Keep all food containers raised off of the ground. Raw meat shouldn't be placed on top of other food items.

Gas-powered fridges are very useful because they don't need ice packs to keep their contents cool all the time. Check out the Gas Safety guidance if you're using one.

Storing cleaning agents

Soap, paraffin or any form of disinfectant should be kept well apart from food, and out of the reach of younger members. Store in clearly marked bottles or containers.



Helpful hints

If there are ants around, stand all containers in bowls of water. Place table legs in saucers of water or wind double-sided sticky tape around the table legs.

Cleaning and waste disposal

Getting the washing up done can take a while and needs to be supervised to make sure everything's clean. Check that washer-uppers are using hot water and washing up liquid, and getting rid of dirty, cold water. See that there are enough tea towels for drying everything properly to prevent the spread of mould on damp gear that might get put away without being checked until your next event.

Waste disposal

Waste should be disposed of in the way stated by the site owner's rules and waste policy. If there are no waste disposal facilities on site, you should take it home with you and then dispose of it. If you're able and allowed to burn items of waste, it should be done quickly and not be allowed to pile up. It's never a good idea to burn plastics, due to the chemicals in the fumes given off. The landowner will tell you how to dispose of the ashes, but if in doubt, put them in a container and dispose of them at a refuse site when you get back.

Plan what you use carefully to minimise waste and to make the best use of materials that can be recycled. This can be an opportunity to work with your young people and see what amazing ideas they have too.

Recycling

If you have recycling facilities on your site, try to collect and recycle any bottles, tins, plastics, paper or other items, wherever possible.

Grease traps

As at home, any greasy waste needs to be disposed of carefully. You could place it all in a waste container and take to a main drain, if that's allowed. Another way is to make a grease trap.

How to make a grease trap

1. Hammer six pegs or sticks into the ground, so that the tops are about 10cm above the ground.
2. Weave a lattice of string around the tops of the sticks to make a mesh, onto which you should add layers of long grass or bracken.

3. Pour waste liquid slowly onto the grease-trap, allowing the water to drain away into the ground and any grease and food scraps should be caught in the grass. The grass should be burnt and replaced every day.
4. On longer camps at greenfield sites, you may be allowed to dig a small hole beneath the grease-trap and line the bottom with stones. This will help the water soak away.



Helpful hints

A colander, lined with grass, makes an excellent grease-trap. This can either be mounted on sticks or pegs, or placed on the ground near the base of a tree or bush. Mark the area where your grease-trap is to avoid people tripping over it.

Chapter 8

The venue

The campsite layout

Hiring indoor premises

House or site rules and emergency procedures

Planning your departure

Returning equipment



House rules

- Sweep the area where you've been staying
- Secure any windows and doors
- Clean the kitchen and toilet areas and dispose of your waste
- Tidy up and leave everything as you'd expect to find it

The campsite layout

Every campsite's unique, with its own layout of trees, bushes, dips and rises, so planning the layout of your site is extremely important. When planning the layout of your campsite, think about where you're going to put:

- the sleeping area(s)
- young people's tents
- adults' tents
- the kitchen area(s)
- chopping area
- woodpile
- food store
- dining area
- cooking area/fire
- washing up area
- central camp area
- any activity tent(s)
- equipment store
- first aid tent
- flagpole
- waste disposal area
- rubbish bins
- grease trap
- wet pit
- toilet/washing area(s)
- toilet tents for young people
- toilet tents for adults
- showers (should be individual, not communal ones.)

Other things to think about:

- Draw a plan of your site before going to camp.
- Pitch your kitchen tent close to a water supply.
- Position your latrines so that the prevailing wind blows any unpleasant odours away from the main camping area.
- Pitch any sleeping tents on the flattest parts of the site.
- Avoid natural dips or depressions in the ground when choosing sleeping areas, as these can become water-logged during heavy rain.
- Set up your wood-chopping area away from overhanging trees.
- Have a separate area for personal washing.
- Sleeping tents should be at least two metres apart, if there's space.
- Cooking tents must be six metres away from all other tents.
- Divide up the site so that each patrol has its own space. This will help the Scouts grow as a team and encourage them to work together better.
- Pitch the adult tents closer to younger members, like Beavers and Cubs, and further from older members, like Scouts and Explorers.

Remember to leave a reasonable amount of space to run activities, taking into account the existing facilities on the site.

The campsite layout



Hiring indoor premises

When you're booking indoor accommodation, see how you'll be paying for the energy you use. Check all appliances and other electrical goods to see that they work and are safe. Gas appliances should also have a regular certificate of inspection. Ask to see this. Know beforehand what equipment you'll have and what you'll need to bring. Is there crockery and cutlery?

Take a look at the sleeping areas and check that there's separate spaces for males, females, adults and young people.

House or site rules and emergency procedures

When you get there, check with the site supervisor (warden) what fire and first aid procedures are in place. It's possible that the site has specific rules that don't apply on other sites. You should also check the fire evacuation procedures and routes for any buildings you're using. Everyone in your group will need to be made aware of these. Have a practise when you arrive.

Planning your departure

Packing up after any residential event is a skill. You'll be surprised at how much mess even a small camp or indoor residential experience can make, so it's important to try to keep things tidy as you go along.

Your departure checklist

At the end of any residential event:

- pay any outstanding bills or fees
- pack all personal kit, except what you'll be travelling home in, usually uniform shirt and scarf
- check around the whole site to make sure that all equipment has been collected
- invite the site supervisor or landowner to check the site before you leave
- carry out a litter sweep with the young people and leaders

At the end of a camp:

- take down tents, fold correctly and make sure there's no moisture, grass, mud, litter or insects caught up in the canvas. Bundle the poles together. Clean and bag the pegs. If the tent's damp, mark the bag in some way to remind you to dry it as soon as possible when you get back.
- fill and re-turf all fireplaces. Water any turfs that you've taken up.

- return unused wood
- clear the field of gear and stack it as close as possible to where your transport will be collecting it from.



Handy hints

If the weather looks unpredictable, it's probably best to switch the programme around and take the tents down earlier in the day. Kit can be kept under groundsheet or in one tent left standing. If it rains, you may get a little bit wet, but you won't have to hang and dry all those wet tents when you get back.

At the end of an indoor residential event:

- sweep the area where you've been staying
- secure any windows and doors
- clean the kitchen and toilet areas and dispose of your waste
- tidy up and leave everything as you'd wish to find it.

Returning equipment

If you're borrowing equipment, make a note of what you're taking and when you need to give it back. You should also make a note of what condition the items are in. Make sure you do this before you take anything and double-check that you have planned time to return things you've borrowed. Returning equipment late or in a bad state is a bad idea, as it won't be lent to you next time.



Overseas events

Why go international?

Where to start?

Travelling abroad

Campsites and contacts

Means of travel

Preparing to go

Sources of funding

The Explorer Belt, Queen's Scout Award
and the Duke of Edinburgh's awards



Why go international?

When a young person is invested as a Scout, they're given the World Membership Badge. This symbolises their membership of the largest voluntary youth organisation in the world, and makes them part of a network of over 50 million Scouts. Overseas travel is an important step in being part of this global community and challenges us to embrace the world beyond our doorstep.

Where to start?

There are two main ways to learn about international and global Scouts. The first is to look at the international content on the website at **scouts.org.uk**. The second is to contact your local International Representative. In England, Wales and Northern Ireland, this is your Assistant County Commissioner or Assistant Area Commissioner International. In Scotland, contact your Regional Adviser for International.

International events, packages and more

Every year, groups will head out to international events all around the world. These events are well-structured and designed to inspire Scouts to find out everything they can about their international fellows. The international sections on the website feature a list of dates and venues.

You could also use a travel company to book your adventure. The advantage of using this service is that travel, accommodation and catering can become much simpler to organise. On the other hand, planning and booking elements of the trip yourself could allow you and your group to go wherever you so please and get the most out of your programme, whether that's a ferry journey across the Channel or a long trip out to the developing world. However you decide to arrange it, what you do is completely up to you.



More info
scouts.org.uk/por
unityins.co.uk
scouts.org.uk/international

Travelling abroad: the process

Always follow the rules outlined in chapter 9 of POR when taking young people abroad. Also follow the Visits Abroad process and get in touch with your Assistant County/Area/Region Commissioner International for advice.

Arranging travel insurance

Everyone travelling in your party will need adequate travel insurance in case something goes wrong. Unity – Scout Insurance Services have negotiated a very competitive policy that takes into account needs that are specific to Scouts. You can contact them to get a quote or more information by emailing info@unityins.co.uk or calling 0345 040 7703. If you've chosen another policy from another provider, check with Unity to see that the policy you've chosen is suitable for the trip. If you're travelling from the United Kingdom, travel insurance is needed for trips to the Channel Islands or the Isle of Man. You may also decide to take out travel insurance when visiting Northern Ireland from Great Britain or vice versa, due to the cost of travel between islands. The Republic of Ireland is a separate country and has different rules, so the full 'Visit Abroad' process should be applied.

What does the policy cover?

The travel policy covers, amongst other things, medical treatment, which may be charged for in other countries. The EHIC scheme may no longer apply to UK citizens following the country's departure from the EU. Take time to check what cover's needed for your trip. Consultation between Unity and the current advice from UK government is recommended.

Individual passports

Part of your preparations for a trip abroad should include making sure that everyone has a passport that's valid for the duration of your trip and, for some countries, up to six months after. Adult passports last ten years and those for under-sixteens last five years. We recommend that each person holds their own passport and not a shared one with a parent or carer. If this means you need to get a new one, applications will need to be made at least two months in advance of the departure date, so share this information with parents or carers at an early stage. Get a photocopy of each passport before you go, as you can use this if a passport goes missing to help have a replacement made at the British Embassy or Consulate. Some Scouts may not have a British passport and this should also be checked when travelling abroad.

Collective passports

Some groups choose to travel with a collective passport. This may be a cheaper option, but is valid only for the trip and requires the party to be together for the entire time. To apply for a collective passport, you'll need the written authorisation of UK headquarters, in the form of a signed support letter from the International Office. The letter will also have to be countersigned by your International representative.

Campsites and contacts

How to find places to stay

If you're organising your own trip, finding a place to stay is a crucial part of your planning. Many suitable centres can be found online. If you're travelling to Europe, the European Region of the World Organisation of the Scout Movement (WOSM) publishes 'Where to stay in Europe,' which lists European Scout centres. This is available online at scout.org/europe. You should also ask around and speak to local contacts that may have been abroad in recent times. There are many people who may want to help and share their knowledge. For support contact your Assistant County/Area Commissioner for International or, in Scotland, your Region Adviser for International.

International links – making local contact

Groups can take a lot from meetings with local Scouts in the country they're visiting. One way to do this is to make contact and forge a link in advance. Find out more about international links at scouts.org.uk/international. A link can lead in many different directions, from regular pen pal contact, to local Group hospitality and exchange visits. These are great for your young people, to see how people live in other parts of the world. If this kind of trip isn't possible for whatever reason, there are other options. Do some research; ask your local or national contacts to see what others have done and see what worked well. Your international volunteer should be able to support you in this.

Reporting back

Why not report back on your trip, so that information can be passed to other groups who might like to take the trip? Never think that your trip is too 'ordinary' – regardless of how far you're travelling, your experience can help to pave the way for others. Contact your international volunteer afterwards and write a few tips, opinions or stories of what you did, where you went to and how you travelled. This will help and inspire others to plan similar trips.

Means of travel

Minibus

There are several options for travelling to your destination. Many Groups that have their own minibuses choose this as a handy option. Care should be taken, however, that the vehicle and drivers comply with the current European and world legislation.

Coach hire

Coach companies can offer the convenience of door to door travel, with the option of having the coach with you during your stay. Plenty of operators will offer regular, scheduled services to many European destinations.

Rail

International rail travel is another option and the Eurostar service to Paris and Brussels is a gateway to the rest of Europe. Train services are also an environmentally friendly way to travel and give young people a great sense of 'journey' that you don't get from air travel.

Air travel

Flying's easily the quickest way to travel abroad, but may not be the most environmentally friendly. There's lots of low-cost airlines offering cheap tickets, but it's still best to shop around the more traditional airlines for good deals. It's important to know that all your Group are going to get seamlessly to your destination without being 'bumped' from the flight.



More info

scout.org/africa

scout.org/arab

scout.org/asiapacific

scout.org/eurasia

scout.org/europe

scout.org/interamerica

Preparing to go

Although international trips can take some time to prepare, the process is accessible to all and can be achieved by everyone. The benefits are tremendous and it's very often the international experience that serves as the highlight of a young person's experience in Scouts. Contact your international representative before you start any serious, detailed planning for specialist advice and support. They'll be able to get you started on the Visits Abroad process and give you more information.

Here are some tips on how to get the most out of it:

- Study your itinerary and assess the risks related to travelling and any activities planned. Then consider how to control or minimise them and record this. Make a note of any contingency plans you come up with.
- Learning a few words in the language of your hosts will show an interest in the country and its people. Everyone should be able to say the basics: 'hello', 'please', 'thank you', 'excuse me' and so on. This can also be a fun activity.
- Take the opportunity to find out more about the culture, history and day-to-day life of the country. Young people and adults can research the country before you go for a few weeks, as part of the programme.
- Be aware of cultural issues, taboos and sensitivities in your destination and in any places visited as part of the whole trip.'

Sources of funding

As well as standard fundraising, there are a number of other options to help with the cost of overseas trips.

Grants

There will be a number of sources of grant money, both locally through other charitable organisations and some nationally too. Check the website for information and contact your Assistant County/Area/Region Commissioner International, who'll be able to signpost you. Your Group or District Executive Committee may well have members who're good at sourcing local grants. Fundraising for an international trip is a great team building activity to run before you go.

The Explorer Belt, Queen's Scout and Duke of Edinburgh's Awards

Expeditions abroad also offer a great choice of ways for young people to complete parts of the Queen's Scout and Gold Duke of Edinburgh's Award. There's also the Explorer Belt, which is sometimes called the 'antidote to the package holiday'. It involves a ten-day international expedition to help young people gain a real understanding of the country they're passing through. Details on the requirements for all of these can be found at scouts.org.uk



Appendix

Sample programmes for:

Beaver Scouts

Cub Scouts

Scouts

Explorer Scouts and Scout Network

Family camps

Sample equipment checklist



Sample programmes

Here are some sample programmes for each section. Use them to get ideas or as a template to plan your own unique programme. Remember that the programme planning tool: scouts.org.uk/programme-planner/plan, is there to help you create your programme.

There are hundreds of activity ideas for each section, many of which are ideal for nights away events.

Sample programme for a Beaver Scout residential experience

Theme for Beaver Scout event: pirate world

Time	Activity	Wet weather alternative
First day		
5.20pm	Arrive. Find bed and unpack.	
5.30pm	Opening ceremony. Also tell Beaver Scouts about the theme for the event, site safety, fire procedures and rules for the event.	
5.40pm	Game: Fishes in the sea. Make paper fish with paper clips. Use magnets on fishing rods to catch them	
5.50pm	Activity bases: Pirates. Make swords, eye patches and bandanas.	
7.00pm	Supper: hot chocolate and biscuits	
8.00pm	'Seaside' campfire – string lights up around the campfire.	Prepare your 'campfire' by covering a battery camping lamp with red tissue paper and some sticks to make it look realistic.
8.30pm	Wash faces and brush teeth, change into night clothes	
8.45pm	Story: Jonah and the Whale	
9.00pm	Bed	
Second day		
7.30am	Rise and shine, wash.	
8.00am	Breakfast: Portholes (fried egg in hole in fried bread), cereal.	
8.45am	Help with the washing up and tidying.	
9.15am	Raft building: build and try out rafts.	Mini raft building indoors.
10.45am	Wash and change into clean dry clothes if needed.	
11.00am	Game: All the fishes in the sea. Two people run around as fishermen (holding hands) and 'catch' the other Beaver Scouts in their net.	
11.30am	Make origami boats.	
12.00pm	Pirate dinner: fish fingers, chips and peas.	
12.45pm	Explore the water life in pond or ditch on site.	
2.00pm	Stow away kit and scrub the decks – all to pack up and tidy and clean.	
2.30pm	Game: Port and starboard.	
3.00pm	Activity: Boat race. Race origami boats by blowing them along guttering filled with water.	
3.45pm	Scavenger hunt: find as many objects beginning with the letters P I R A T E.	
4.30pm	Biscuits and closing.	

Sample programme for a Cub Scout camp

This is a suggested programme for a two-night camp with a theme of 'jungle trekkers'. The Pack is in Sixes that, for the camp, will have the names of jungle tribes, such as Amazons. Wet weather alternatives are also provided. Time for snack breaks can be fitted in where needed.

Find a game that you can put a jungle twist to (see Programme planning tool for ideas).

Theme for the Cub camp: jungle trekkers

Time	Activity	Wet weather alternative
First day		
6.00pm	Arrive, Grand Howl. Rules and safety issues stated. Sixes allocated.	Wet weather accommodation.
6.15pm	Tents pitched (with adult help). Cub Scouts change into camp kit.	Tents pitched beforehand if forecast is bad.
7.15pm	Explore the site.	In wet weather gear.
7.45pm	Supper and clear away (ask that the Cub Scouts are fed before they arrive).	
8.30pm	Themed wide game.	Themed quizzes, puzzles and word search in the dining tent.
9.15pm	Night hike and star gazing.	Indoor campfire and stories by candlelight.
10.15pm	Wash, clean teeth.	
10.30pm	Suitable stories by leader. Go to bed.	
Second day		
7.30am	Wake up, wash.	
8.15am	Breakfast (and clear away).	
9.15am	Themed activity bases 1. Map reading 2. Shelter making 3. Cooking frankfurter sausages and vegetable kebabs 4. Assault course 5. Communication (walkie talkies, texting, semaphore, sign language) 6. Tracking	Wet weather gear – where needed, some could be inside.
1.00pm	Lunch. Time to prepare campfire sketches.	
2.00pm	Bug Hunt: Either pond dipping or hunting for mini beasts in small groups. Possibly collecting snails to hold a snail race.	
3.00pm	Wide game: Find a game that you can put a jungle twist to (see Programme Planning Tool for ideas).	Make treasure maps.
3.45pm	Treasure hunt	Indoor treasure hunt.
4.45pm	Build a jungle hide: Each Six has four poles in the ground creating an area the whole Six can stand in. Each Six's base is fairly close to each other. These are each wrapped with lining paper. Sixes paint their hides as they wish. If weather permits, have a battle with water-soaked sponges to see which Six's jungle hide is the strongest. Allow time after to clean up and prepare for dinner.	
6.00pm	Dinner (and clear away).	
7.00pm	Prepare campfire sketches.	Under shelter.
7.30pm	Make jungle animal masks.	Under shelter.

Time	Activity	Wet weather alternative
First day		
8.30pm	Campfire and toasted marshmallows.	Under shelter.
9.30pm	Wash and clean teeth.	
9.45pm	Bed.	
Third day		
07.30am	Wake up, wash.	
08.15am	Breakfast (and clear away).	Under shelter.
09.15am	Scouts' Own.	Wear wet weather clothing.
09.30am	Accompanied 'jungle trek'/walk using the skills learned yesterday.	Under shelter.
12.00pm	Jungle collage or scavenger hunt.	
1.00pm	Lunch (and clear away).	
2.00pm	Strike camp and clear site.	
4.00pm	Grand Howl, parents collect Cub Scouts.	

Sample programme for a Cub Scout indoor residential experience

This is a suggested programme for a two-night Pack holiday with a theme of 'gold rush'. The Pack is in Sixes that for the camp will have the names of American frontier towns such as Dodge City. Wet weather alternatives are also provided.

Theme for the Cub camp: jungle trekkers

Time	Activity	Wet weather alternative
First day		
6.00pm	Arrive, Grand Howl. Rules and safety issues stated. Sixes allocated.	Wet weather accommodation.
6.15pm	Tents pitched (with adult help). Cub Scouts change into camp kit.	Tents pitched beforehand if forecast is bad.
7.15pm	Explore the site.	In wet weather gear.
7.45pm	Supper and clear away (ask that the Cub Scouts are fed before they arrive).	
8.30pm	Themed wide game.	Themed quizzes, puzzles and word search in the dining tent.
9.15pm	Night hike and star gazing.	Indoor campfire and stories by candlelight.
10.15pm	Wash, clean teeth.	
10.30pm	Suitable stories by leader. Go to bed.	
Second day		
7.30am	Wake up, wash.	
8.15am	Breakfast (and clear away).	

Time	Activity	Wet weather alternative
9.15am	Themed activity bases 1. Map reading 2. Shelter making 3. Cooking frankfurter sausages and vegetable kebabs 4. Assault course 5. Communication (walkie talkies, texting, semaphore, sign language) 6. Tracking	Wet weather gear – where needed, some could be inside.
1.00pm	Lunch. Time to prepare campfire sketches.	
2.00pm	Bug Hunt: Either pond dipping or hunting for mini beasts in small groups. Possibly collecting snails to hold a snail race.	
3.00pm	Wide game: Find a game that you can put a jungle twist to (See Programme Planning Tool for ideas).	Make treasure maps.
3.45pm	Treasure hunt.	Indoor treasure hunt.
4.45pm	Build a jungle hide: Each Six has four poles in the ground creating an area the whole Six can stand in. Each Six's base is fairly close to each other. These are each wrapped with lining paper. Sixes paint their hides as they wish. If weather permits, have a battle with water-soaked sponges to see which Six's jungle hide is the strongest. Allow time after to clean up and prepare for dinner.	
6.00pm	Dinner (and clear away).	
7.00pm	Prepare campfire sketches.	Under shelter.
7.30pm	Make jungle animal masks.	Under shelter.
8.30pm	Campfire and toasted marshmallows.	Under shelter.
9.30pm	Wash and clean teeth.	
9.45pm	Bed.	
Third day		
07.30am	Wake up, wash.	
08.15am	Breakfast (and clear away).	
09.15am	Scouts' Own.	Under shelter.
09.30am	Accompanied 'jungle trek'/walk using the skills learned yesterday.	Wear wet weather clothing.
12.00pm	Jungle collage or scavenger hunt.	Under shelter.
1.00pm	Lunch (and clear away).	
2.00pm	Strike camp and clear site.	
4.00pm	Grand Howl, parents collect Cub Scouts.	

Sample programme for a Cub Scout indoor residential experience

This is a suggested programme for a two-night Pack holiday with a theme of 'gold rush'. The Pack is in Sixes that for the camp will have the names of American frontier towns such as Dodge City. Wet weather alternatives are also provided.

Theme for the pack holiday: gold rush

Time	Activity	Wet weather alternative
First day		
6.00pm	Arrive. Grand Howl.	
6.15pm	Explore the accommodation Rules of the holiday stated including site safety Change out of uniform.	
6.45pm	Make totem poles.	
7.45pm	Hot dogs and soup/cocoa.	
8.15pm	Themed wide game.	Themed quizzes, puzzles and word search inside.
9.15pm	Night hike and star gazing.	Indoor campfire and stories by candlelight or movie appropriate to the theme.
10.15pm	Wash, clean teeth.	
10.30pm	Bed and suitable story.	
Second day		
7.30am	Wake up, wash, clean teeth.	
8.15am	Breakfast (and clear away).	
9.15am	Themed bases: 1. Tracking 2. Shelter/wigwam making 3. Cooking 4. Knotting and lasso twirling 5. Archery 6. Make fancy dress: Wild West style 7. Pan for pieces of fool's gold	Run the activities, wearing wet weather gear – it can rain in the Wild West – (map reading can be inside).
1.00pm	Lunch (and clear away)	
2.00pm	Wild West Olympic games • 'Tomahawk' throwing • Lassoing • Horseshoe toss • Piggy-back race	Wild West fort making.
3.00pm	Wild West water fight Dry off.	Indoor games session.
3.30pm	Treasure hunt.	As above.
5.00pm	Chuck wagon dinner (bangers, beans, baked potatoes) and clear up.	
6.00pm	Tuck shop, possibly using 'money' collected in the treasure hunt.	
6.30pm	Prepare campfire sketches.	Inside.

7.00pm	Make bows and tomahawks.	Inside.
8.30pm	Campfire.	Inside.
9.30pm	Wash and clean teeth.	
9.45pm	Bed.	
Third day		
7.30am	Wake up, wash.	
8.15am	Breakfast (and clear away).	
9.15am	Scouts' Own.	Inside.
9.30am	Visit to a pony trekking stables or suitable local alternative.	Wet weather gear.
11.30am	Paint papier mache cacti.	Inside.
12.00pm	Lunch (and clear away).	
1.00pm	Make a dream catcher.	Inside.
2.00pm	Clear and tidy Pack holiday centre.	
3.30pm	Grand Howl, parents collect Cub Scouts.	

Sample programmes for Scout camps

There are many different types of residential event for Scouts. These sample programmes will give you some idea of the number of opportunities available.

1. Static weekend camp with adventurous activities

This camp programme requires a site that already has adventurous activities (such as a climbing wall and shooting ranges) available. These will probably need to be booked well in advance.

The programme is planned for at least 12 campers, divided into two Patrols.

Summer weekend Scout camp

Time	Activity
First day	
6.00pm	Meet at Group stores to load van.
7.00pm	Travel to site.
8.00pm	Establish Patrol sites and discuss site safety issues.
10.00pm	Explore site (scavenger hunt).
11.00pm	Wash and lights out.
Second day	
7.00am	Up and wash.
8.00am	Breakfast.
9.00am	Site duties and Flag break.
10.00am	Climbing 1. Shooting. Archery.
1.00pm	Lunch.
2.00pm	Emergency aid skills training session.
3.00pm	Raft building and sailing. Completion for best design.
6.00pm	Prepare and cook dinner. Site duties and flag down.
8.00pm	Own time and tuck shop
9.00pm	Wide game.
10.00pm	Campfire.
11.00pm	Wash, clean teeth and bed.
Third day	
7.00am	Up and wash.
7.30am	Breakfast.
8.30am	Site duties and flag break.
9.00am	Scouts' Own.
9.30am	Team game.
10.00am	Climbing 2.
11.30am	Game.
12.00pm	Light lunch.
1.00pm	Strike camp.
3.00pm	Travel home.
4.00pm	Unload van.
5.00pm	Parents collect Scouts.

2. Static camp with limited facilities for adventurous activities

This camp programme is based on a site that has little to offer in the way of provided activities.

The leadership team will therefore need to arrange more of the programme themselves. This camp builds its programme around two main activities, both of which take place off-site.

Static skills camp

Time	Activity
First day	
6.00pm	Meet at Group Stores to load van.
7.00pm	Travel to site.
8.00pm	Establish Patrol sites and discuss site safety issues.
10.00pm	Explore site (Scavenger hunt).
11.00pm	Wash and lights out.
Second day	
7.00am	Up and wash.
8.00am	Breakfast.
9.00am	Site duties and Flag break.
10.00am	Prepare and brief for 10km hike.
11.00am	10km hike to include visit to place of interest.
4.00pm	Free time.
5.00pm	Non-stop cricket.
6.00pm	Prepare and cook international meal. Site duties and flag down.
8.00pm	Own time and tuck shop.
9.00pm	Wide game.
10.00pm	Campfire.
11.00pm	Wash and bed.
Third day	
7.00am	Up and wash.
8.00am	Breakfast.
9.00am	Site duties, flag break and Scouts' Own.
10.00am	Visit to local place of interest.
1.00pm	Light lunch (sandwiches).
1.30pm	Strike camp.
3.00pm	Travel home.
4.00pm	Unload van.
5.00pm	Parents collect Scouts.

3. Static camp for younger Scouts

The following programme is targeted at the younger Scout age range, with a focus on 'Scoutcraft'. It provides a good opportunity for new Scouts to learn many of the skills needed for the Outdoor Challenge Award.

Scout skills camp

Time	Activity
First day	
1.00pm	Meet at Group stores and load van.
2.00pm	Travel to camp site.
3.00pm	Pitch lightweight tents and discuss site safety issues.
4.00pm	Treasure hunt.
5.00pm	Prepare, cook and eat meal cooked in foil.
7.00pm	Camping skill bases: <ul style="list-style-type: none">• Stove safety• Lamps and safety• Knife and saw
9.00pm	Wide game.
10.00pm	Drinks and cake, wash and bed.
Second day	
7.00am	Up and wash.
8.00am	Breakfast.
9.00am	Flag break and Scouts' Own. Assault course.
10.00am	Pioneering skills: <ul style="list-style-type: none">• Build walking sheer legs• Knots and lashings• Block and tackle
12.00pm	Strike camp.
1.00pm	Parents collect Scouts.

4. Day activity with a lightweight camp

This final example enhances a day’s activity by adding a night away. Rather than meet to go canoeing on Sunday morning, the party meets on Saturday night, and camps overnight.

Scout lightweight camp

Time	Activity
First day	
6.00pm	Meet at Group stores and load van.
7.00pm	Travel to campsite and discuss site safety issues.
8.00pm	Pitch lightweight tents.
9.00pm	Hike along towpath to local fish and chip shop.
10.00pm	Wash and bed.
Second day	
7.00am	Up and wash.
8.00am	Breakfast.
9.00am	Sailing course. Packed lunch. Canoeing course. Strike camp.
6.00pm	Parents collect Scouts.

Sample programmes for Explorer Scout and Scout Network Camps

Explorer Scout and Scout Network static camp

Time	Activity
First day	
6.00pm	Leave Headquarters.
8.00pm	Arrive at site, unload and pitch tents; discuss site safety issues.
9.00pm	Cook supper.
10.00pm	Night walk.
11.30pm	Hot drinks.
12.00pm	Tents.
Second day	
7.30am	Breakfast and prepare packed lunch.
8.30am	Hike.
12.00pm	Packed lunch on hike.
4.00pm	Return to site.
5.00pm	Prepare meal.
6.00pm	Meal.
7.00pm	Wide game.
8.30pm	Campfire.
9.15pm	Party time.
11.00pm	Tents.
Third day	
7.30am	Breakfast.
8.30am	Archery.
9.30am	Scouts' Own.
10.15am	Its a Knockout and swim.
12.00pm	Prepare lunch.
1.00pm	Lunch.
2.00pm	Assist Warden with ditch clearing.
3.30pm	Clear site.
4.30pm	Leave.

Sample programmes for family camps

Family camp

Time	Activity	Wet weather alternative
First day		
7.00pm	Arrive, pitch tents	
8.00pm	Rules of the camp, outline programme for the weekend set out – going into a social barbecue with games to get to know each other.	Under shelter.
10.00pm	Close	
Second day		
8.30am	Breakfast and clear away.	
9.30am	Trading post activity. Family units are placed in teams. Each team is given an equal amount of tokens. A range of activities will be available, all of which cost tokens to participate in, but will earn the team tokens when the activity/challenge has been completed. Some of the activities can be scheduled during the weekend (ie climbing, abseiling, rafting). Other activities can be chosen by the team to take part in (ie arts and crafts, mini pioneering, and mental challenges). The winning team at the end of the weekend wins a prize.	Activities take place either under shelter or wearing waterproof clothing.
1.00pm	Lunch and clear away.	
2.00pm	Trading post resumes.	
7.00pm	Dinner and clear away.	
8.00pm	Wide game.	Quiz night (both can give points for the trading post).
9.00pm	Campfire.	In shelter.
10.00pm	Close.	
Third day		
8.30am	Breakfast and clear away.	
9.30am	Scouts' Own.	Under shelter
10.00am	Trading post resumes.	Activities take place either under shelter or wearing water proof clothing.
1.00pm	Lunch and clear away.	
2.00pm	Strike tents and clear up.	
3.30pm	Winners announced at the closing ceremony.	

Sample equipment checklist

Sleeping area:

- Tents
- Poles
- Pegs
- Groundsheets
- Guy ropes and dollies
- Fly sheets
- Mallets

Kitchen and dining area:

- Washing up bowls
- Stoves
- Appropriate fuel (gas, etc)/ gas spanner
- Fire extinguisher/fire blanket
- Tables and boxes
- Trestle tables
- Benches
- Chairs
- Lighting
- Large dixies
- Small billies
- Frying pans
- Tea pot
- Water heater and lid
- Bowls for mixing/stirring
- Plastic jugs (for measuring)
- Jugs for juice and drinks
- Colander
- Ladles and serving spoons
- Fish slices, tongs, whisks
- Tin openers
- Supply of knives, forks and spoons
- Trays
- Dish cloths or J cloths
- Washing up brushes
- Foil, cling film
- Oven gloves
- Tea towels
- Rubbish bags
- Aprons
- Washing up liquid
- Brillo pads
- Antibacterial spray
- Plates, bowls, mugs

Stores:

- Kitchen roll
- Supply of boxes and tins
- Plastic food containers
- Polythene bags
- Matches/lighter
- Water carriers
- Cool boxes and ice packs

Washing area:

- Washing bowls for personal washing
- Soap
- Lamps/lighting
- Ropes

Toilet area:

- Chemical toilets
- Toilet brush and cleaner
- Toilet fluid
- Toilet tents
- Wash bowls
- Containers to use as waste bins
- Hessian screens and poles for latrines
- Toilet paper
- Lighting
- Rubber gloves
- Sanitary disposal bags
- Soap
- Shoe cleaning brushes and polishes

General:

- Tent repair kit
- Lanterns and spare mantles
- String/sisal
- Union flag, flag pole
- Tools: trenching tool, spades (at least two, if needed)
- Games equipment, including balls, bats, nets etc
- Items for chosen programme activities
- Prayer book/Scouts' Own materials
- Craft equipment – pens, pencils, sticky tape, scissors etc
- Board games, comics etc for wet weather
- Radio
- Torch/lighting

Campfire area:

- Grills/grating
- Material for building altar fire
- Buckets

Woodcutting area:

- Axes, saws

First aid area:

- Bed
- Spare blankets, pillows etc.
- Kettle
- Stove
- Hot water bottle
- Soap and disinfectant
- Bowl, jug, mug and towel
- Torch and batteries
- Lanterns



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Nights Away tips from leaders

'When camping, try to spend at least one night under the stars. If there's the chance of a clear night then make sure you are facing south to watch the stars rise and set through the night. These opportunities are few but are always unforgettable.'

'These two hints come from a Cornwall Scout canoe expedition down the River Niger, sadly brought to a premature end by a large hippo.'

Brian Sheen

'When cleaning pans used on an open fire, wipe them with recently used, wet tea-bags.'

Simon R Patrick

'When gathering firewood from conifers or climbing conifers, hands can often become coated in resin which is sticky and difficult to wash off. Don't use paraffin to remove this, use cooking oil. It's very effective and a lot kinder to your hands. This tip is also good for removing paint from hands and even cleaning paint brushes.'

Trevor Padget

'A great way to get Beavers, Cubs or Scouts to help with washing up or getting their tent up or down the quickest and neatest and other odd jobs is to use a star chart. Get a sheet of paper with all the children's names on, and either draw a star or use a sticker star to record every time they do something good. You'll be surprised how quickly they get up to help.'

Michelle Palmer

'When packing kit, encourage Scouts to roll all the clothing for each day together, making sure that trousers are at the bottom. All they have to do is empty their kit bags each day to find their clothes.'

Ness Smith

'To stop water creeping in around the edges of a groundsheet that's completely flat, lay some 20mm diameter staves under the edges to lift them up.'

John Clarkson

'When you first arrive on camp, make a game of collecting firewood. The Scouts get to explore the site and you get a start to your wood pile.'

Alan Norton

Notes

Notes