



shirejam 2023

Leaders' Briefing Pack

Welcome

We welcome you to Shirejam 2023! Welcome back for some people, if you were at Shirejam 2019 we appreciated the feedback you gave us to make 2023 an even better event packed full of Scouting activities. There will be plenty for everyone to do. Please take time to read through this pack and check out further information on our website found at www.shirejam.org.uk and community.shirejam.org.uk

The following documents can also be found on MOO!

- Event timings document
- Event accessibility guide
- A vehicle pass is required by Leaders and any other volunteers not simply dropping off or collecting young people.

There will be maps, information boards and directional arrows in various places on site to help navigation. If in doubt, please ask a friendly face!

The Camp has a mix of adult volunteer leaders and some contractors. We are relying on help from leaders attending Shirejam to support with activities over the weekend. We will be providing a rota and we need your designated leaders to turn up and help. We have kept this number to a minimum and varied the location in programme zones. Any leader or other adult volunteer can help with your leader allocations. Each group needs to make sure the number of leaders allocated arrive at their designated zone on time for as briefing by the zone lead. Thank you so much for your support!

Wrist Bands

Your wristbands and attendance sheets will follow in the post, week commencing 19th June 2023. All persons need to wear their wristbands on site at all times. Allowances will be made for persons with sensory issues who will need to carry their wristbands on their person instead. Any lost or damaged wrist bands must be replaced as soon as possible from The Hub.

Attendance sheets

These need to be completed and handed in on arrival to the Hub so we know who is on site!

This just leaves us to say enjoy the weekend in a true Scouting style of mutual support, fun and adventure.

The Shirejam Team



shirejam 2023

Table of Contents

<i>The Hub</i>	3
<i>Event Phone Number</i>	4
<i>First Aid</i>	5
<i>Gas Policy</i>	6
<i>Safety, Health and Hygiene</i>	7
Washing Facilities	7
Toilets	7
Showers.....	7
Hand washing is so important.....	7
Infectious Disease.....	8
Food Safety.....	8
Purchase of Food	8
Storage	9
Preparing and cooking	9
Personal Hygiene	9
Cleaning & Minimising Bacteria	10
Water Disposal	10
Rubbish Removal	11
People	11
Love thy Neighbour.....	11
Quiet Times.....	11
Generators	11
Gateways.....	11
Your Camp Layout	12
<i>Fire</i>	13
Fire rules	13
<i>IMPORTANT FIRE EMERGENCY PROCESS</i>	13
<i>Shirejam's Got Talent</i>	14
<i>Adults Area</i>	16
<i>Listening Ear</i>	16



shirejam 2023

Lost Leaders and Children	18
Nights Away Notifications	19
Opening and Closing Ceremony	20
Safeguarding	22
Code of behaviour	22
Safety and Security Notice	24
Arrival and Departure Traffic Reminders.....	25
Leader Parking	26
Vehicle Movement during set up.....	26
Shirejam Badges	27
Who's Who.....	28
Camp Chiefs	28
Core Team	28
Site Services Team.....	29
Programme Team.....	30
Activity Zone List	32
Adventure More	32
Bounce More.....	32
Beaver/ Cub Area	32
Scout Area	32
All Areas	33
Create More	33
Splash More.....	35
Learn More.....	35
Survive More.....	35
Explore More	37
Late or Early Arrivals	38



shirejam 2023

Event Phone Number - 0300 772 7734

If you have any issues on-site, please call the County Event phone number. It would be advisable to save this to your mobile phone.

This phone will be managed on a 24-hour basis from 9am Friday to 9pm Sunday of the camp.

The number should be used for:

- Logging accidents or injuries on site
- Changes to numbers on site – because of adults or children leaving the site that haven't been scheduled.
- Reporting **ANY** incidents on site
- Safeguarding issues or concerns
- First Aid request for ScoutMed
- Any other concerns or information requests

Please remember that volunteers are supporting this phone service. They will do their utmost to support your request.

The Hub

The Hub is the focal point for the site. It is located centrally on-site and contains:

- Administration
- Communications Control
- VIP Lounge
- Adult Area
- Central staff catering
- Listening Ear
- Media Hub
- Lost Property
- Lost Child Point

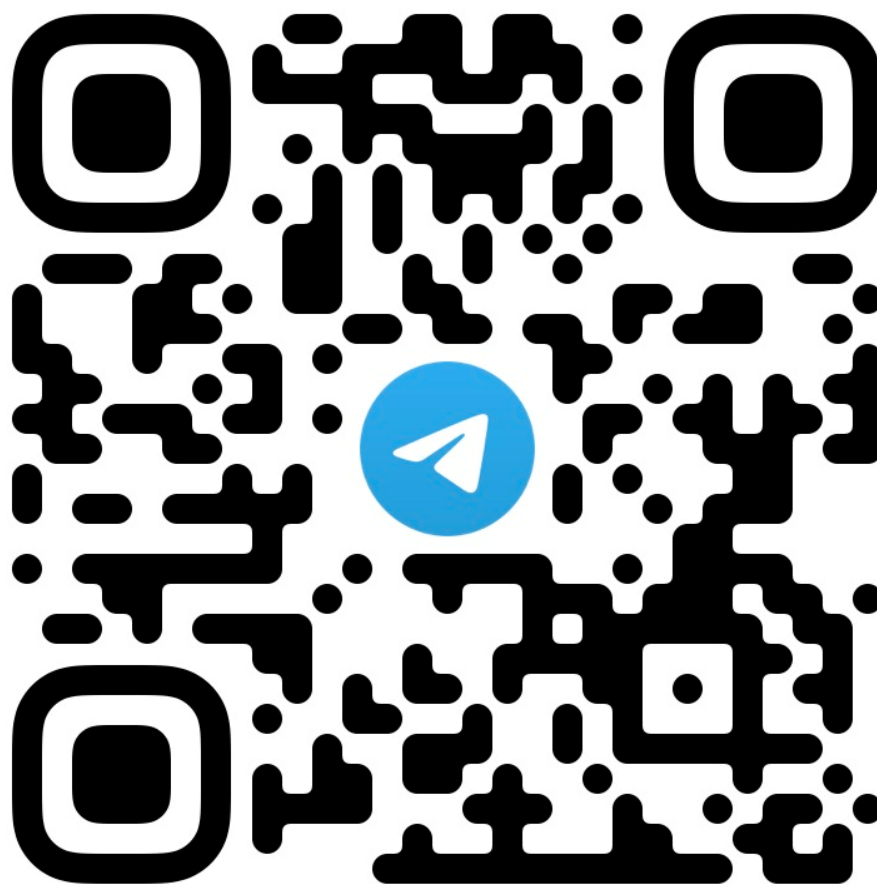
The Hub is called “Severn Hall” by the Three Counties Show Ground. There are also several toilets here.



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Shirejam Broadcast

We will be broadcasting notices during the weekend on our Telegram Channel, this is principally aimed at leaders and other volunteers on site. Please download the [Telegram](#) app and then scan the QR Code below





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The Retail Zone

The Retail Zone can be found in Avon Hall and contains:

- Explorer Chill Out Zone
- Beaver Bag Drop Off
- Scout Store
- One Stop Scout Shop
- Badge Suppliers
- Fast Food Outlets
- Shake-Shake Bar
- Jammers Café

Young people can spend their pocket money here and will naturally gravitate to this area.

- By Day, Avon Hall also contains the Squirrel More Zone, Beaver Scout Day visitors can also leave bags here.
- In the evening it will also host the Explorer Chill Out Zone too



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First Aid



First Aid provision within your own campsites should be available as per our Nights Away Policy. However, due to the size of the event we have ScoutMed on site for the weekend. They are located between BounceMore Zone and the Hub.

This venue will be signposted.

ScoutMed is a National Scout Active Support Unit, that provides first aid and medical services at Scout events and activities throughout the United Kingdom.

They will respond to any medical emergency by contacting them in person or by radio through a core team member or by phoning the County Event number 0300 772 7734

It goes without saying that if it is a life-threatening medical emergency, you should phone 999 first, then you must contact the Core team by radio or event phone number and the Core team will instigate the incident management processes.



shirejam 2023

Gas Policy

The only fuel allowed on camping sites is gas. You should not store excess gas on your camping site. There are local garages that sell gas if you run out.

- Any gas appliance connected to gas bottles onsite must be designed for use with, or converted for use with, gas cylinders. These operate at a much higher pressure.
- All equipment should have been inspected by a competent person and replaced if showing signs of:
 - Physical damage such as - cuts or abrasion, cracking, stretching, flattening, kinking and, where fitted, missing/worn sealing washers, damaged cylinder connections.
 - Environmental deterioration such as - stiffening, cracking, de-lamination of outer covering, chemical degradation i.e. softening of outer coating by contact with oil.
 - Hose service failure such as - blistering, soft spots, rupture and, for pre-assembled end fittings, corrosion or loosening of swaged fittings attaching hose.
- If you are in any doubt about the state of a hose, it is recommended that you replace after 3 years.
- Most gas hoses are orange and now have a date stamp so you can easily tell their age.
- If a fault occurs or damage is noticed, the equipment must not be used.
- Spare hose, regulators and clips will be available onsite.

Our Camping Safety Advisor must check all gas appliances before they can be used to ensure gas safety. All inspected items will be tagged. Only tagged appliances are permitted for use at any time during the event.

Inspections can be arranged on-site from Tuesday until Friday. Please contact a member of the core team for assistance or visit The Hub.

Important

Hoses must be kept as short as possible but long enough for the gas cylinders to be positioned outside the cooking tent and therefore accessible for the valve/s to be shut off in an emergency.

Tents

Cooking tents must be flame retardant, of adequate size, fitted with sufficient



shirejam 2023

ventilation and exits for emergencies. Emergency firefighting equipment should be present in all cooking tents, for example Fire Extinguishers, Fire Blankets etc



Electrical Policy

The Three Counties Showground has an extensive electrical set up, with dark green electrical cabinets dotted throughout the site.

Each electric box has a 63amp 3 phase connection along with 8 x 32amp single phase connections, adapters will not be supplied.

Only electrical equipment that has been PAT tested is to be used on site, any equipment that is believed to be in an unsafe condition will not be allowed to be used.

Consider where equipment is located. Things to consider:

The weather - if it rains will it get wet. Is it designed to be used outside? Is it in direct sunlight, will it overheat.

Trip hazards – is it creating a trip hazard? Are there cables crossing path ways or high use areas?

Heat generation – is it going to generate heat? Is there anything flammable near it that could be affected?

Water from taps – There is a tap next to each electrical box. If the tap is turned on is the equipment going to get wet and is this ok?

Do you need it? Is the piece of equipment actually needed or could you survive the weekend without it?

It is recommended that a fire extinguisher of the correct type needed for the equipment is kept nearby and that those responsible for the equipment know how to use it.

The chaining of extension leads is not allowed, and will be disconnected.

For charging devices such as phones the use of power banks/battery packs is recommend. These remove the need to connect to the mains supply and also remove the issue of electrical goods being left unattended while charging.



shirejam 2023

No generators are allowed on site. There is plenty of existing electrical infrastructures on site. Generators are noisy, even the quiet ones, and their use introduces unnecessary fire risks from overheating, fuel spills when refuelling and the need for fuel to be stored on site.

Any temporary installations, such as the stage, are to be completed by a competent person.

Safety, Health and Hygiene

This is one of our biggest priorities, we want to keep you all safe and well. At any big event, it's very easy for infections to spread so we ask you kindly to adhere to some simple guidelines.

Washing Facilities

We strongly recommend that you provide basic washing facilities back at your site – this could be as simple as a bowl with hot water available, or a dedicated 'wash cubicle'. Your young people will not be able to use the toilet facilities for full body washing or brushing their teeth. You must be aware of this and abide by this guideline.

Alcohol gel is also highly recommended as additional protection but should not be relied on as the only means of ensuring hand hygiene.

We do not want infections spreading throughout the site, and this is a critical element of that.

Toilets

The Shirejam toilets have been chosen specifically for our purposes and will work well all weekend, provided only the toilet paper provided by Shirejam is used. If paper stocks are running low, please inform the Core Team via the event phone number - 0300 772 7734.

No sanitary items, other than the toilet paper provided, are to be put in toilets. Bins will be provided for these. If bins becoming full, toilets need cleaning or have any fault, please advise a member of the Core Team on 0300 772 7734



shirejam 2023

Showers

Please note that there are minimal showers on site, and you should encourage your young people to only take showers when necessary. When they use the showers they should be reminded to minimise the shower length and to be respectful of others by leaving them as they wish to find them.

Hand washing is so important.

Your health and safety is our upmost priority so it's imperative that you and your young people maintain excellent hand hygiene:

- Ensure everyone washes their hands after using the toilets with soap and water.
- Always wash hands before and after preparing food.
- Wash hands before and after eating.
- Wash daily.

So, our top tips are simple:

- Be prepared for minimal washing facilities.; Ensure you bring bowls, soap, and a small wash cubicle if possible.
- Show your Scouts how to brush their teeth using just a mug of water, toothbrush and toothpaste

Infectious Disease

It is important to take preventative measures to reduce the impact of infectious diseases. Infectious disease covers a range of illnesses which are generally easily spread. They can be spread via person-to-person contact, hand contact surfaces and within food and water.

If two or more people in your camping group exhibit similar symptoms, it is important you inform the Core Team at your earliest opportunity. They will be able to provide guidance to prevent spread of the illness.

Most infectious diseases have a range of symptoms include a variety of the following:

- Most common symptoms: nausea, vomiting, diarrhoea
- Other symptoms: stomach cramps, abdominal pain, loss of appetite, high temperature, muscle pain, chills



shirejam 2023

Food Safety

It can be more difficult to ensure food safety when camping due to difficulties of keeping food cold, as well as effectively cleaning and storing of equipment.

The guidance below is set out to ensure good practices and safe food. You may find the [Scouting 'Camp Food Safety' Factsheet](#) useful.

Purchase of Food

As you will be on site for a whole weekend planning your menu and purchasing food is important. Whilst there are no issues with purchasing ambient stable products for the whole weekend, you should plan how to keep foods that need to be stored at lower temperatures. Shirejam will not be providing freezers for your use on-site and does not have a freezer block swap service.

Deliveries of Food

- You can have food delivered to the main site, but you must meet the delivery.
- No Shirejam staff will take delivery.
- If you wish to have food delivered, please ensure it arrives before 11:30am on the Friday 7th July 2023 via the Yellow Gate. After this time, we are unable to support such an arrangement.
- Please register your delivery with us via the link in the [Shirejam Portal](#)
- We highly recommend that you include the [What Three Words](#) coordinates for your group's camp on site in the delivery notes, as trying to find a specific group will be a challenge if this is not done. These are available from your district representative.

Storage

- Ambient goods - these should be stored off the floor, preferably in sealed boxes. Remember that during hot weather, food will deteriorate more quickly i.e. bread will go mouldy more quickly and fruit will spoil more easily.
- Chilled/Frozen - These foods must be stored at their respective temperatures, chilled to below 4°C or frozen below -18°C.

The exception is if you will use the frozen food within 24hrs of defrosting it. Do not store chilled/frozen food out of temperature control.

Preparing and cooking

- Vegetables and salad: ensure they are properly washed in clean water and remove any visible dirt.
- All food needs to be fully cooked. You should ensure liquid-based dishes like Spaghetti Bolognese are steaming and piping hot.



shirejam 2023

- When cooking meats, ensure they are fully cooked, and check to ensure the liquids run clear and that the centre of the meat has changed colour. Using a probe thermometer, the food should have a core temperature of 75°C or above.
- You should not cool protein foods for use the next day as this cannot generally be achieved safely in a camping situation.

Personal Hygiene

When preparing, cooking and eating food, hand hygiene and personal hygiene is paramount.

- You need to ensure that clean hot water is available with hand soap and drying facilities such as hand towels or paper towels.
- Hands should be regularly cleaned before cooking, after handling raw meat, and between tasks.
- Clean aprons should be used in the kitchen.

No one suffering from vomiting or diarrhoea should prepare or handle food. They need to wait 48hrs after their symptoms have stopped before they start food preparation again; this is to allow the bacteria to leave their system. Bacteria can be excreted from the pores for two days after illness.

Cleaning & Minimising Bacteria

Cleaning is an important part to ensuring food safety. Before preparing food, all equipment and surfaces must be effectively cleaned and disinfected.

- The use of a surface sanitiser is recommended to remove bacteria.
- After preparing raw meat, the area and equipment must be thoroughly cleaned and disinfected.
- It is recommended to use separate chopping boards or surfaces for raw meat, cooked meat, vegetables and other areas of cross-contamination.

Cleaning and disinfection are a two-stage technique:

Cleaning: use clean cloths and hot soapy water to wipe surfaces clean.

Disinfection: then use a sanitiser spray (I.e. Dettol):

1. Spray the surface and wait for a contact time so it can reduce bacteria levels. (For Dettol, this is 30 seconds, for supermarket home brands, it's usually five minutes).
2. Following the contact time, remove the spray with a paper towel.

Clean cloths and tea towels need to be available throughout the camp duration.



shirejam 2023

Water Disposal

We are in a very large field; water must be disposed of in the right way and in the right place. The site layout has been designed to keep vehicle movement to a minimum. This may mean that your young people need to carry full bowls of dirty water to the disposal points. These will be found near each sub-camp; we advise you to identify their location before setting up camp.

We also recommend that you bring one or all of the following:

- Bucket or two to carry the dirty water to the disposal points (remembering they may have to lift it high to pour out)
- A “wheelie” barrel or water hog.

Please remember we want to avoid spillages as much as possible. If dirty water is spilt, please advise a member of your Subcamp/ District Team if you feel it could become a hazard.

Rubbish Removal

There will be rubbish points on your sub-campsite. Please make sure all rubbish is well bagged and placed in your sub-camp designated area for collection. We are not providing separate bins for recycling. Clean cardboard can be brought to the ‘Create More’ zone on Saturday or Sunday morning for reuse on craft activities.

People

Please remember that all the staff, including your Subcamp Team at Shirejam, have paid to be there. They are volunteers just like you.

- Some items on subcamps are personal property or have been hired for the event. “Trophy hunting” or “Taking of souvenirs” is theft and will be treated accordingly.
- Be ready to have a fun filled weekend and grasp every opportunity there is with both hands.
- We know that Shirejam is an exciting place to come to, but please make sure you get your sleep!

Love thy Neighbour

Camping near others means that you will quite possibly be in “each other's pockets” so it's imperative that you are respectful to your neighbours and think about how you and your group or unit behave.



shirejam 2023

Our top tips:

- Keep your noise levels down.
- Be aware and respectful of any cultural or behavioural differences.
- Become friends and support each other.
- Please speak to your young people about this

Quiet Times

People on site are expected to respect a quiet period between 23:00 and 07:00. During this time, campsites and persons walking between sites must keep noise levels to a minimum., no music can be played or loud groups formed.

Generators

Generators are not allowed; see the electrical policy below for more information.

Your Camp Layout

The space you will be allocated will be based on your group size by your District representative, but please be prepared for it to be a tighter squeeze than you would normally want or expect. This is normal for large-scale scout events.

So, our three top tips are:

- Don't bring enormous tents
 - Only bring appropriate tents
 - Ensure that you use all your tents wisely, maximising the number of Scouts in each tent and use porches for storage.
- If your tent pegs will be sunk into the ground deeper than 12 inches (30cm) please contact the operations team via info@shirejam.org.uk before the event.

When setting up, camp cooking tents need to have a suitable gap between them and sleeping tents. You need to make the best use of the space by placing cooking tents next to your neighbouring group's cooking tent. This is important as it will decrease the spread of a fire in the event of an emergency. If you are unsure of the correct distance, please speak to your Subcamp Chief or District Representative.

Key safety point – layout within the cooking tent

The cooking burner table must be separated from the young people, ideally



shirejam 2023

by placing a serving table in front so there is a clear separation from the flammable elements and hot surfaces, and the campers.

Party tents are permitted provided they fit into your allocated space and are erected to the manufacturer's instructions and are secured appropriately for the expected weather conditions (e.g. ratchets & straps).l

NOTE: THE SHOWGROUND DOES RECEIVE STRONG WINDS DUE TO THE CLIMATE PRODUCED FROM THE HILLS

You may find the [Scouting 'Party/Fiesta Tents Guidance' factsheet](#) a useful reference.

Access and egress

Each camping group must ensure a clean easy route out of their site onto the main traffic routes. This should not be obstructed by guy lines or equipment.



shirejam 2023

Fire

Should a fire occur on a camping site the risk of it spreading quickly through tents is a major concern.

Fire rules

- The following are NOT permitted: any open fires, altar fires, fire pits, charcoal BBQs, pierceable gas cartridge cookers/lights or liquid fuel appliances
- Each group must bring a fire blanket and extinguisher
- Cooking appliances must be positioned away from wall and roof surfaces in a secure position
- Full and empty LPG cylinders must be kept outside in a designated area
- If you need replace a cylinder, you must do this in the open air
- Hoses must be kept as short as possible
- Groups must keep spare gas to a minimum, no more than 100kg
- All gas appliances, hoses and connectors must be checked prior to camp and replaced if damaged.
- Cooking tents must be sited together and at least 5 meters away from sleeping tents.
- No candles onsite
- Smoking and Vaping is only permitted in the designated area in the Leaders Car Park at Red Gate.
- No naked flames near gas bottles or pipework

Please read and refer to the [Scouting 'using Gas Safely' factsheet](#)

**In the case of fire please report it using the event phone number
0300 772 7734**

**In the event of a full or partial evacuation, information and directions will be
sent on the Shirejam Broadcast Telegram Channel
Please follow these instructions.**

**Please walk calmly and quietly - the site team will direct people.
Do not risk your safety by returning for personal or group property.**

**District Representatives will be provided camp registration files for head counts
with each Group Booking Leader to count their own respective group.**



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Squirrel More

We will be providing a day programme on the Saturday for Squirrel Scouts.

The Squirrel More programme be based in Avon Hall (also the Retail Zone), it will be linked in with the main Shirejam programme and will involve visiting some of the programme zones.

Evening Zone

The evening entertainment includes the following.

Main Arena

- 18:30 – Main Arena Opens
- 19:00 - Shirejam's Got Talent
- 20:00 – Campfire
- 20:30 – Live Band
- 21:15 – DJ Set
- 21:45 – Live Band
- 22:30 – Main Arena Closes

Alternative Evening Activities

- Cinema (Teme Hall)
- Explorer Chill Out Zone (Avon Hall)
- Retail therapy (Avon Hall)
- Site Wide Treasure Hunt



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- Wide Game

Shirejam's Got Talent

Entries for Shirejam's Got Talent need to be submitted in advance. Those wishing to enter need to film their act and then upload the video via this form:

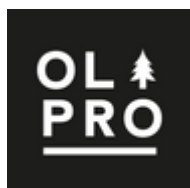
<https://form.jotform.com/scoutshw/shirejams-got-talent>

Depending on the number of entries there may be an initial round of judging of the videos submitted with the finals held on the Saturday. All acts selected to perform on the main stage will be notified in advance of the timings.

All entries must be in by Sunday 25th June at the latest.

We also have some fantastic prizes on offer for the winner(s) of Shirejam's Got Talent courtesy of our sponsor, local outdoor leisure retailer, OLPRO

- 1st Place - £100 Amazon Voucher
- 2nd Place - £50 Amazon Voucher
- 3rd Place - £25 Amazon Voucher

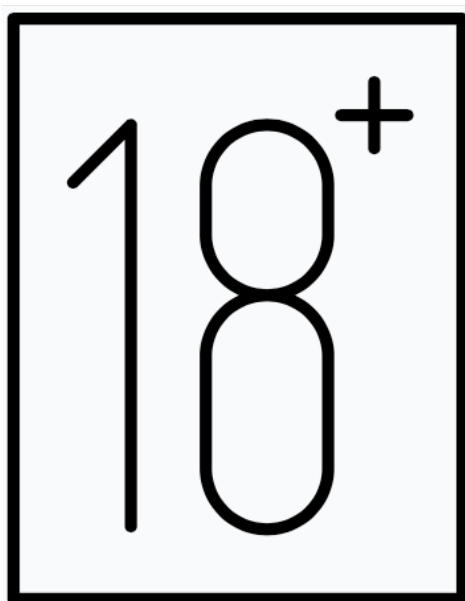


<https://olproshop.com/>



shirejam 2023

Adults Area



Within the Hub, there will be a designated child-free zone. This will be open all weekend and is somewhere you can come and relax. Obviously, this will be for shorter periods of time as we should all be out and about enjoying ourselves and supporting our young people in the programme.

During the evening, after 8pm, a limited bar will be on site, drinks purchased must be consumed within this area.

We will follow the Scout Association's Green card and expect all adults to do the same in their camping and other site areas.

This card sets out our policy on alcohol for all adults involved in Scouting. You can order your free copy from Scout Shops or you can [view and download it here](#).



shirejam 2023

Listening Ear

This is a pastoral service for members to speak to qualified leaders for advice on pastoral or mental health issues.

Persons on the team all have a mental health first aid qualification or higher equivalent ranges from mental health nurses to doctors.

The main base for this service will be in the Hub. However, leaders will be available on the campsite as they walk around the site.

They will be recognizable by wearing a listening Ear neckerchief.



Young people and members may approach and ask for advice or just want a chat. We will have a briefing with the team virtually / telephone prior to the weekend.



shirejam 2023

Lost Leaders and Children

On site there will be several “You are here” boards and directional arrows to various key locations.

If you get lost head to The Hub for directions.

Please brief your young people if they get lost on site to head for The Hub where they can be picked up either by you, via a call from the administration team, or given suitable directions.

Within each programme zone will be meeting point letters, if you wish to leave your young people to explore the zone independently (not recommended for Cub Scouts and younger) you can use these points to manage this process as a meeting point

Lost Property

- Please encourage parents to mark everything with their Scout Group name and their child's name, particularly items they are likely to put down e.g. hats, water bottles and coats.
- If you have found an item, please hand it in to The Hub as soon as possible.
- If you have lost items, please enquire at The Hub. However please be mindful that lost items may not be handed in immediately and you may have to check back later.
- We will endeavour to return items left after the event via leaders. This will be easier if they are labelled with name AND Scout Group/Unit.



shirejam 2023

Nights Away Notifications

- You need to submit a Nights Away Notification (NAN) as normal, including a risk assessment.
- Each Group must ensure they have a Nights Away Permit Holder, this can be shared but Permit Holders must know and be happy they are taking responsibility for other Groups for the duration of Shirejam.
- Groups must have an In Touch process in place.
- Groups must inform The Hub on site of any injuries, changes to attendance or alteration to booking details.

Drones

- The use of Drones over the Shirejam site is banned without consent of a member of the Shirejam Senior Leadership Team. If you are concerned about a drone, please report this for confirmation that it is authorised.

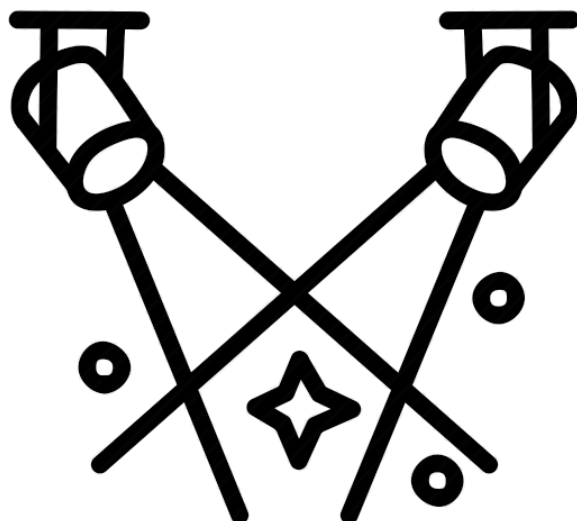
Smoking and Vaping

- Smoking and Vaping is only permitted in the designated area in the Leaders Car Park at Red Gate.
- In line with The Scouts national policy, Smoking and vaping by under 18s is not permitted during the event.



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Opening and Closing Ceremony



The opening and closing ceremony will be a celebration of fun and Scouting. The stage is located behind The Hub (Severn Hall).

There will be about 4500 people at the opening ceremony, so we need to manage how you will arrive with your group. Please note the timing and route for your district below. Whilst you are waiting there will be smaller acts and videos happening to keep the young people entertained.

There are three routes into the main arena, Red, Green & Blue as follows



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- Grey – The Malverns
- Orange – South Marches
- Dark Blue – The Shire
- Lime Green – Bromsgrove
- Brown – Wyre Forest
- Purple – Shropshire
- Pink – Ross
- Red – Gloucestershire
- Salmon – Avon Vale
- Yellow – Worcester
- Light Blue – Redditch

Friday - Opening Ceremony Timings & Information

DISTRICT	Depart Sub Camp for Main Arena	Arena Entry Route
AVON VALE	19:10	Blue
THE MALVERNS	19:10	Red
WORCESTER	19:15	Blue
ROSS	19:15	Green
SOUTH MARCHES	19:20	Red
REDDITCH	19:25	Blue
WYRE FOREST	19:25	Green
THE SHIRE	19:30	Red
BROMSGROVE	19:35	Red
SHROPSHIRE	19:35	Green
GLOUCESTERSHIRE	19:35	Blue

It is important that you stick to the time and route allocated to your district to help the smooth entry into the arena. Please note, the time is the time you should depart from your subcamp.

All groups have a minimum of 1 hour from the start of their site arrival slot to needing to depart their subcamp for the main arena and a minimum of 1.5 hours to



shirejam 2023

the start of the opening ceremony. It is therefore important to take into account your arena times above when planning your arrival time on site within your allocated site arrival slot to give you enough time to arrive and get to the main arena.

The opening Ceremony will begin at 20:00 and run for 1 hour this will be followed straight away by a very special live guest act who have over 46,000 followers on YouTube.

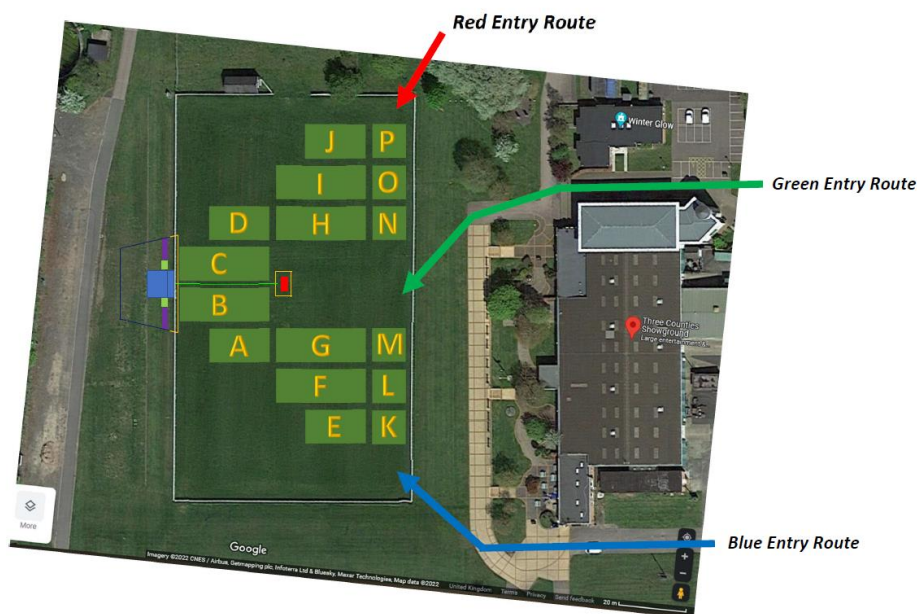
The arena will close at 22:00 on Friday

Sunday - Closing Ceremony Timings & Information

On Sunday, we invite all groups to bring their lunch down to the main arena and join us for Jam in the Shire!

The main arena will open at 12:00 and we invite groups to arrive as they are ready with their lunch. There is no set arrival schedule for groups it is up to you to organise your group with their lunch and then head to the main arena. However, all groups must be in the arena no later than 13:30 ready for the closing ceremony.

For 'Jam in the Shire' on Sunday and the closing ceremony we request that groups sit in the boxes allocated to their district as shown below. This is so that those districts that will be departing first are seated towards the back so they can leave quickly after the closing ceremony.





shirejam 2023

DISTRICT	Arena Entry Route	Closing Ceremony Seating Boxes
AVON VALE	Blue	B & C
THE MALVERNS	Red	B & C
WORCESTER	Blue	F & G
ROSS	Green	A
SOUTH MARCHES	Red	D & H
REDDITCH	Blue	E
THE SHIRE	Red	N & O
WYRE FOREST	Green	N & O
BROMSGROVE	Red	I, J & P
SHROPSHIRE	Green	L & M
GLOUCESTERSHIRE	Blue	K

- 12:00 – Main Arena opens
- 12:30 – Jam in the Shire DJ Set
- 13:30 – All groups to be in main arena
- 13:40 – Closing Ceremony begins
- 14:40 – Closing Ceremony ends

Arena Dress Code

Be Bright!!! Where possible we would like groups to wear either their district Shirejam T-shirt or something of an equivalent colour, particularly to the opening ceremony. Please wear your group neckerchief as well.

We also encourage neon face-paints and anything that glows to wave.

We want the arena to be a sea of colour, so get dressed up, join in and have fun!

Main Arena Information & Rules

If you have young people sensitive to loud noise, then we would advise them to wear ear defenders or to sit at the end of rows in case they feel they have to leave. The show will contain loud music, bangs, flashing lights and smoke machines.

We are planning to stream the show to a quiet area in The Hub for people who are sensitive to loud noise or stage effects. Young people using this will need to be accompanied by adult volunteers as per normal ratios.



shirejam 2023

Folding chairs etc are not permitted in the main arena during the opening and closing ceremonies. Groundsheets to sit on are permitted but should be kept as small as possible for your group. The arena marshals may request you fold up or remove any groundsheets taking up too much space. However please bear in mind the ceremonies will be an active event and you will be encouraged to get up and dance and sing throughout.

There is an opportunity to specify that you require wheelchair access or have mobility issues when registering on [Moo](#). We will do our best to make arrangements for those that are unable to sit on the ground. Please email info@shirejam.org.uk in advance if you need to discuss any specific requirements.

Each district is required to provide one flag bearer of Scout or Explorer age to bring a district flag onto stage during the opening ceremony. The flags will be provided. District representatives should inform the Shirejam SLT who has been nominated from their district ahead of the event please.

Please keep all aisles and walkways clear in the main arena and follow all directions from the arena marshals.

Jam in the Shire

Shirejam is all about community and coming together as scouts to join in a weekend of fun. To help promote this we invite you all to bring your lunch to the main arena to eat together both on Saturday and Sunday. The main arena will be open and we will have various acts on stage to entertain you.

On Saturday please sit where you like in the arena, however on Sunday we ask that you sit in your districts allocated boxes to be ready for the closing ceremony (See closing ceremony section above)

Jam in the Shire will run from 12:30 to 13:30 both on Saturday and Sunday.



shirejam 2023

Safeguarding

Simply.... We will be following the yellow card. If you have any concerns, please contact the event phone line.

Every adult should have a copy of the 'Young People First' code of practice. It is designed so you can keep it with you at all times during Scouting activities.

Check that:

- You have your own copy.
- All other adults involved in working with young people have a copy.
- You have a copy displayed in your HQ or meeting place.
- Parents/carers are made aware of the yellow card and our child protection policy.

Code of behaviour

Do remember that you are a role model at ALL times, inside and outside Scouting. Set a good example for others to follow.

Do treat everyone with dignity and respect in line with the Scouting Values

Do treat all young people equally - do not show favouritism

Do follow the adult-to-young person ratios at all times

Do remember that you have been placed in a position of trust - do not abuse this

Do report all allegations, suspicions and concerns immediately

Do remember that someone may misinterpret your actions

Do respect a young person's right to personal privacy

Do act within appropriate boundaries, even in difficult circumstances

Do encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviours

Do make everyone (young people, parents and carers, Young Leaders and other



shirejam 2023

helpers) aware of our safeguarding arrangements and share our Yellow Card – our Code of Behaviour

Do create an environment where young people feel safe to voice their concerns

Do have separate sleeping accommodation for young people, adults and Young Leaders working with a younger section

Do plan activities that involve more than one other person being present, or at least within sight and hearing of others.

Do not plan to be alone with a young person.

Do not drink alcohol when you are directly responsible for young people and never allow young people on Scouting activities to drink alcohol

Do not trivialise abuse or let it go unreported

Do not join in physical contact games with young people

Do not overstep the boundaries between yourself and young people by engaging in friendships or sexual relationships

Do not allow activities that encourage bullying behaviour including initiation ceremonies, dares or forfeits

Do not use inappropriate, suggestive or threatening language, whether verbal, written or online

Do not rely on your reputation or position to protect you

You can order copies of the 'Young People First' code of practice (yellow card), including A3 poster to display in your HQ, free of charge. Please visit the [Scout Store website](#) or email customer.services@scouts.org.uk

Copies will also be available from the information desk in The Hub or can be [downloaded](#).



shirejam 2023

Safety and Security Notice



Keeping our young people safe is paramount. All our procedures and policies are around safety. All sub camps need to submit their own risk assessments to us, District representatives have this information. All Shirejam provided activities are run in accordance with Scouts Policy, Organisation and Rules and in line with Event Management Industry protocols.

**ANY ISSUES PLEASE CONTACT THE EVENT PHONE NUMBER
0300 772 7734**

For your safety:

- All persons on site must be registered
- No person is allowed on site unless they have registered
- All persons on site must wear their wristband at all times
- All adults staying overnight in Scout Campsites will have a cleared DBS
- The site is protected by 24-hour coverage via Perimeter CCTV and Security Guards
- All persons leaving the site must sign out

Anyone helping with the setting up or breaking down, before or after the camp will need to check in with security via Yellow Gate.



shirejam 2023

Arrival and Departure Traffic Reminders

Experience at other County camps and large events has highlighted significant problems can be caused by parents/carers dropping off children and then expecting to accompany their child right onto the campsite on arrival or all arriving at the same time to collect on dispersal. Consequent traffic bottlenecks have caused hours of delay at arrival & departure. Additionally, and as important, is the risk to the security & safeguarding procedures on the site. Our plans hope to reduce the possibility of that happening.

Please ensure you have read the arrivals and departures guide found on the [MOO Portal](#).



shirejam 2023

Shirejam Badges

There are two badges available at Shirejam 2023. There is the Camp badge, which can be worn as an occasional badge for up to 12 months on your uniform or be placed on your camp blanket. This badge has a light green border.

There is also a limited-edition Gold badge. These will be prizes to young people and members who have gone above and beyond in helping arrange Shirejam. Camp Chiefs will also carry some on their person in case they see exceptional Scout behaviours!





shirejam 2023

Who's Who

There are a number of key volunteers on site, well in fact all of us! However, below are those responsible for key areas.

These volunteers will all be wearing purple Shirejam T-shirts and/or fluorescent jackets, so you can identify them as members of the Shirejam team.

Camp Chiefs will generally be found in the Hub or walking around site.

During programme hours the programme team will be found in their respective zones.

We're all a friendly team, please come and say hello, we've had so many emails from you over recent months, we'd love to put some faces to all the names and get to know you better.

There are also your District Commissioners and District representatives who will on hand to help.

The Shirejam Team



Rob



Lauren



Sid



Jamie

Camp Leaders

Joint overall responsibility for the delivery
Shirejam 2023

Lead Volunteers

Supporting the Camp Leaders
and the governance of Shirejam
2023



shirejam 2023



Matt
Programme



Meg
Finance



Abbie
VIPs



Harry
Youth
Engagement



Pete
Media & Comms



Ben
Operations



Mark
Stage and
entertainments



Jacky
Retail



Lynn
Admin Support



shirejam 2023

Activity Zone List

Bounce More

Bounce More is the inflatable zone, from bouncy castles to assault courses and all things inflatable in between. This zone is designed to have a carnival atmosphere with stalls to have a go at and team games to participated in.

Create More

Create More is the Craft and International Zone where young people can let their creative minds flourish through Art, Music and Drama as well as learning about the Wider World and how Scouting exists all over the world.

Fire More

Fire More is the ranges zone where we are aiming to have archery, rifle shooting, crossbow and tomahawk ranges. We are hoping for several people from the past making an appearance within this zone as well.

- Archery
- Crossbow
- Rifle Shooting
- Tomahawk
- **Soft Archery**
- **Catapult Range**
- **Rubberband Gun Range**
- **Nerf Gun Range**

Splash More

Splash More is the Water Activities Zone. Within this zone you are likely to get soaking wet from taking part in a water fight in the lagoon arena to having a go in a water zorbs and loads of things in-between.

- Aqua Splat Arch
- Aeroball
- Water Zorbing
- **Water – Rollers**
- **Water Peddlerz**
- **Zorb Chicane Track**
- **Foam Slide**
- **Giant Bubbles**
- **Water Rockets**
- **Holey Drainpipe**
- **Water Transportation**
- **Mop Hockey**



shirejam 2023

- ***Water Fight Arena***
- ***Slip and Slide***

Strive More

Strive More contains adventurous activities from climbing to caving and abseiling to zorbing and everything in between. We are also looking at including a STEM aspect to this zone supported by those that work in industry.

Survive More

Survive More is the Back to Basics and Survival Zone, where the young people can participate in the traditional and practical skills that Scouting offers. From fire lighting and backwoods cooking to tarpology and tents and from knife, axe and saw skills to pioneering. There may even be some extra tomahawks in there somewhere.

Squirrel More

We will be providing a day programme on the Saturday for Squirrels, for those newly formed sections so that they are also able to participate in the event. This programme will be linked in with the main Shirejam programme and will involve visiting some of the programme zones.

Late or Early Arrivals

As an exception, we will accept late arrivals and early departures to Shirejam. This will not be allowed for whole groups. Entry or exit onto site outside of official times may be different from details published. This is for reasons of security and safety.

We are asking that a registration form is completed for all young people who will be arriving late or leaving early.

Failure to complete this may result in non-admittance onto the site or delayed departure.

NOTE: WE MAY NOT BE ABLE TO GUARANTEE YOUR LEAVE OR ARRIVAL TIME FOR SECURITY AND SAFETY CONCERNS

Deadline for notification: 15/06/2023

Please visit [Moo](http://community.shirejam.org.uk) to register any late arrivals or early departures
<http://community.shirejam.org.uk>