



BACKPACKERS

THE

HANDBOOK

This handbook belongs to:

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WHAT IS BACKPACKERS?

WHEN?	First full week of the Summer Holidays For Helpers: Tuesday to Friday 9.00 am to 4.30pm For Children: Tuesday to Friday 10.00am to 4.00pm														
WHERE?	Waterside Combined School, Blackhorse Avenue, Chesham. HP5 1QU														
WHO FOR?	Children aged 5-11														
WHO BY?	<u>Organised and Supported by:</u> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Broadway Baptist Church</td> <td style="width: 50%;">St Columba's Church</td> </tr> <tr> <td>Christ Church</td> <td>St George's Church</td> </tr> <tr> <td>Emmanuel Church</td> <td>St John's Church (Ashley Green)</td> </tr> <tr> <td>Hivings Park Free Church</td> <td>St John's Church (Bellingdon)</td> </tr> <tr> <td>King's Church</td> <td>St Mary's Church</td> </tr> <tr> <td>Ley Hill Methodist</td> <td>Trinity Baptist Church</td> </tr> <tr> <td>Methodist Church</td> <td>United Reformed Church</td> </tr> </table>	Broadway Baptist Church	St Columba's Church	Christ Church	St George's Church	Emmanuel Church	St John's Church (Ashley Green)	Hivings Park Free Church	St John's Church (Bellingdon)	King's Church	St Mary's Church	Ley Hill Methodist	Trinity Baptist Church	Methodist Church	United Reformed Church
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AIMS

In 1989 Chesham Local Ecumenical Council felt that the time was right to positively implement, through the organisation of a Holiday Bible Club, the words of St Matthew's Gospel, chapter 19 verse 14 "Jesus said "Let the children come to me and do not stop them because the Kingdom of Heaven belongs to such as these". An initial planning committee was formed in January 1990 which made detailed recommendations to the Council in July 1990. The Backpackers' Committee met for the first time in September 1990.

After much discussion, the Backpackers' Committee felt that the all-embracing aim should be to provide up to 300 children (this has varied over the years) with a "POSITIVE CHRISTIAN EXPERIENCE" that would lay the basis for a personal commitment now or at some time in their future lives. This overall aim would encompass the following (not in order of priority):

For the Children:

1. To bring young people together in love and friendship
2. To demonstrate that Christianity is not dull but FUN!
3. To learn about JESUS
4. To show that Jesus is vital for living today
5. To encourage the children to think about themselves and Jesus
6. To make the children aware of their worth to God
7. To open their minds to the Love of God

8. To give the opportunity for a positive response to Jesus
9. To encourage membership of Christian Youth Groups

For the Churches and the Helpers:

1. A witness to our town
2. Growth in Fellowship between the Churches
3. Fostering understanding and co-operation
4. Outreach to parents
5. Increased knowledge of the children and their needs

PLEASE PRAY...

- + That all the planning and preparations for Backpackers may bear fruit.
- + That God will challenge members of the Chesham churches to participate in Backpackers.
- + That those currently preparing to play a part in Backpackers will seek God's guidance and support.
- + That all the children who attend Backpackers this year may enjoy a positive Christian experience.

A BACKPACKERS PRAYER

Almighty God,

Thank you for Backpackers,
for all those adults, young people and children who have participated over the years;
for all who have been touched by you and whose lives have been transformed as a result.

We pray for this year's Backpackers,
that your love may be shared, your light shown, and your power known.

Make it - once again - a positive and life-changing experience for all those involved.

Amen.

THE BACKPACKERS SONG

Hey Ho! Don't you know?
We're Backpackers and we're ready to go.
Jump up and down, let's sing and shout,
Jesus is Lord! That's what it's about.

Hey yeah! People stop and stare
As we trek by without a care.
Because we know that God loves us,
Life's just great, it's no big fuss.

Jesus we love you,
You are our special friend.
When we're in trouble
On you we can depend.

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THE VENUE

On a separate page you will find a diagram showing the layout of all the facilities on site:

The Main Arena

Venue for all the Together Times, Yellow Zone, Music Zone and Talent Zone. Team meetings at the beginning and end of each day take place here.

Blue Zone

Venue for Blue Groups

Red Zone

Venue for Red Groups and Thinking Zone activities.

Green Zone

Venue for Green Groups and Craft activities.

The School Hall

Venue for Discovery and supervision of your children before and after Backpackers.

The Cafe

Where reviving tea, coffee and biscuits may be found, plus children's drinks.

First Aid Point

First Aiders will be based here all the time children are on site.

Command Post

Someone who can hopefully solve your problems, make urgent decisions and give reassurance will be at the Command Post.

Master Chief

Venue for a dazzling display of culinary delights.

It's a Knockout

Venue for the new messy zone.

Information Tent

Where completed registers should be returned at the start of each day. Full lists of all the children registered for each day are available here. This is the first point of contact for parents and visitors.

IT IS RECOMMENDED THAT NEW TEAM MEMBERS VISIT THE SITE DURING THE WEEKEND OR THE MONDAY PRIOR TO BACKPACKERS TO FAMILIARISE THEMSELVES WITH THE LAYOUT.

Daily Programme

- 09.15 - 9.45** **TEAM TOGETHER TIME**
Programme Changes: Notices: Prayer
- 09.45 - 10.00** **Preparation for the arrival of the children**
- 10.00 - 10.15** **OPEN DOOR**
Children arrive and go to their groups where leaders and assistants welcome them and begin preparation for the day. All personnel not needed elsewhere should be around the entrance area to help guide parents and children to the correct colour 'Zone'.
- 10.15 - 10.50** **TOGETHER TIME IN MAIN ARENA**
Singing, activities, news, prayer, introduction to the day's theme
- 10.50 - 11.40** **TEACHING TIME IN GROUPS**
Including toilet run
- 11.40 - 12.30** **ACTIVITY SESSION 1**
Craft, thinking, music and games (see separate page for rota)
- 12.30 - 13.05** **LUNCH**
- 13.05 - 13.35** **TOGETHER TIME IN MAIN ARENA**
(13.05 - 14.15 Blue Groups 7 & 8 get Deep Blued!!)
- 13.35 - 14.15** **TEACHING TIME IN GROUPS**
Including toilet run
- 14.15 - 15.05** **ACTIVITY SESSION 2**
Craft, thinking, music and games (see separate page for rota)
- 15.05 - 15.45** **TOGETHER TIME IN MAIN ARENA**
Round up of the day singing, prayers
- 15.45 - 16.00** **GROUP TOGETHER TIME**
Time for a final prayer or activity in groups gather together belongings etc.
- 16.00 - 16.15** **CHILDREN LEAVE**
- 16.15 - 16.30** **TEAM TOGETHER TIME**
Quick review of the day and final prayer

IF YOU HAVE MINIPACKER CHILDREN PLEASE COLLECT THEM BEFORE COMING TO THE MEETING

BACKPACKERS GROUP ACTIVITIES ROTA

	YELLOW		RED		GREEN		BLUE	
	Odds	Evens	Odds	Evens	Odds	Evens	Odds	Evens
TUESDAY	A.M.	Music	Master Chef	Craft	It's a Knockout	Games	Thinking	Thinking
	P.M.	Thinking	Games	It's a Knockout	Craft	Master Chef	Talent	Talent
WEDNESDAY	A.M.	Master Chef	Thinking	Thinking	Music	Music	Games	It's a Knockout
	P.M.	It's a Knockout	Talent	Talent	Thinking	Thinking	Master Chef (Groups 1-6)	Craft (Groups 7&8)
THURSDAY	A.M.	Discovery	It's a Knockout	Games	Master Chef	Craft	Music	Music
	P.M.	Talent	Craft	Master Chef	Games	It's a Knockout	Discovery	Discovery
FRIDAY	A.M.	Games	Music	Music	Discovery	Discovery	Craft (Groups 1-6)	Master Chef (Groups 7&8)
	P.M.	Craft	Discovery	Discovery	Talent	Talent	It's a Knockout	Games

CONTACTS

Activity Co-ordinators

Craft & Master Chef	Janis Milne	775836
	Jacqui Sheppard	07794011484
Deep Blues:	Andrew Patterson	785809
	Heather Pugsley	771455
Games:	TBC	
Knockout:	Danny Reilly	01296 613896
Minipackers:	Sue Simic	783187
	Louise Ibbeson	791101
Music & Talent:	Stewart Grenyer	775011
Thinking & Discovery:	Ros Phipps	07790479760
Before/After Care	Julie Dziegiel	773713
Cafe Zone:	Paula Rough	725919
Facilities on site:	Kate Weber	785545
Facilities set up:	Robert Harris	792513
	Paul Cady	778642
	Jeremy Wyman	775631
First Aid:	Linda Riley	791994
Registration:	Martin Osborne	783355

Church Representatives

Broadway Baptist:	Lydia Ridout	773200
Chesham Methodist:	Julia Warren	791459
Christ Church:	Emma Holdsworth	784351
St Columba's:	Clare Barnwell	792585
Emmanuel:	Sally Cooper	773621
St George's:	Gill Glenister	786653
Hivings Free Church:	Muriel Richardson	785789
St John's AG:	Janet Wyman	775631
King's Church:	Daryl Kingston	774735
Ley Hill Methodist:	Rebecca Gorst	773515
St Mary's:	Alison Ball	581140
Trinity Baptist:	Brenda Bayliss	786467
URC:	Margaret Irvine	785838
Organisers:	Sally Cooper	786429
	Mathew Mathew	792139
	Martin Sims	775152
Treasurer:	Hilary Sheppard	713935

IMPORTANT!

If for whatever reason, you are unable to come to BACKPACKERS, you **must** let someone know as soon as possible – **preferably the previous evening**. Group leaders and assistants should phone Backpacker's Co-ordinators, everyone else should phone their activity co-ordinator.

The mobile phone numbers to contact us on site are:
07970 289 654 (Martin) or 07877 538 928 (Sally)
or 07525 773 857 (Mathew)

****Please only use these numbers for contacting the site during BACKPACKERS week!****

GUIDELINES FOR GROUP LEADERS AND ASSISTANTS

Each child who attends Backpackers is allocated to a Group, depending on his or her age. The groups are colour-coded according to age and then the individual group is given a number. Eg: if you were leading a group of 7-8 year olds your group could be “Red 3”. Each group will have about 10 children – usually split equally between boys and girls. Children attending all week will remain in the same group with the same leaders for the whole time.

Registration takes place each day. Each group’s register, which will be in the Resource Pack, should be completed and returned to the Registration point before the first up-front session of the day, notifying those doing registration of any child who has not arrived. The register will then be returned to you and you must keep it available for checking in case of fire drill or emergency.

Each group is given a Resource Pack. A new badge will be issued each day, and this will include the group number.

Each group has a “Home Base” in one of the marquees. This is where the children come to meet their leaders at the beginning of each day and at lunchtime, and where the “Teaching Time” sessions take place. There is some space here (not a lot!) to leave coats, packed lunches etc. This is also where the parents and carers come to collect the children at the end of the day.

During the teaching times there will be tables and chairs for use by groups but there may not always be sufficient for everyone to be able to use them at once, so be prepared to be flexible. Weather permitting; much of the teaching time can take place outside. There are also a number of Children’s New Century Version bibles available at the Command Post, but again, not enough for each child to have one. Please bring your own if you can and return the Backpackers ones to the Command Post as soon as you have finished with them.

In your Resource Pack you will find such things as pens, crayons, pencils, scissors, glue etc. The Resource Pack should be returned to the Command Post at the end of each day, so that notices, take-home sheets etc can be added to it, and collected from there the following morning. Other items such as staplers, scrap paper, extra scissors etc will be available at the Command Post, but please ensure that you return them when you have finished with them. See the “Useful Stuff” list for extra things that you might want to bring with you.

The Group Leader and/or Assistant Leader should remain with the Group at all times, including the up-front sessions in the main marquee.

During the Group Together sessions, remember to allow time for drinks and toilet visits! For reasons of safety, no children should enter the Comforts Tent – the Leader or Assistant should collect drinks for the group.

Above all else – this guide can only be just that – a guide! We cannot possibly answer or address all questions, concerns or worries that team members may have! Please do ask – we have many volunteers who have been coming back every since we started, so there is a wealth of experience we can draw on and someone, somewhere, at some stage will have had exactly the same question, concern or worry. Contact any of the appropriate names on the Contacts Page and someone will be able to help you out. Remember – there is no such thing as a “daft question”!!

USEFUL STUFF FOR LEADERS AND ASSISTANTS

Each group is given a resource pack, which includes pens, pencils, felt tips, scissors, glue etc, but most people find it helpful to supplement this with extra things:

Here is a suggested list of items, which you might find useful:

- Children's New Century Version Bibles -Backpackers does have a supply of these that may be borrowed. PLEASE return them if you do!!
- Extra pens/pencils/felt tips- including a ballpoint or similar for the register
- Glue
- Scissors
- Blu-tak
- Sellotape
- String
- Plastic carrier bags
- Black bin bag for rubbish
- Clothes pegs/washing line or garden netting (for displaying pictures or drying wet clothes!)
- Tissues/kitchen roll
- Box from Supermarket to keep all lunch boxes together
- Beach mats or picnic rugs – useful at lunchtime
- Cuddly toy(s)
- Football – eg for “Get to know you” games
(may need to be hidden and produced only at specified times, depending on your group!)

SOME BASIC GROUND RULES

Clear & Concise

Keep it brief and clear. Most children at Backpackers will have a comparatively short concentration span and there are likely to be many distractions. The children will retain most of what you say if it is said simply, clearly and concisely.

At the Right Level

Be at the children's level, verbally, but also, just as importantly, physically. Don't stand and talk down to them! This also applies to the display of their work. Although the displays will be in part for the benefit of the parents, it is primarily for the children and should therefore be at their level.

Whole Day Teaching

Help the children to understand the message for the day, slowly and over the **entire** day. Do not feel pressured to tell the children everything immediately, but slowly unpack the story to them. Teaching the bible is not just about telling the children **what** happens, but to help them appreciate **why** events have happened. If you tell the children everything too soon, then they may feel that they have 'heard everything' and are less inclined to study any further. One structure that can be used over the day is the following:

- **Set the Scene**– Give the background to the passage. Let the children understand what has happened so far. Find out how they would feel if they were there at that point in time..
- **The Passage** – Read through the passage slowly (using drawings, acting out). On key points, stop and be excited and focussed as the children will look to you for guidance on what is exciting and what is important.
- **Explore** – Delve deep into the 'why'. Tie this in with all previous understanding. Help the children understand the implications in their lives. Secure a/some key concepts, a/some key phrase(s) to help the children take something away and remember.
- **Consolidate** – Internal reflection and prayer.

Less Able & Special Needs Children

It is possible that you will have one or two less able children in your group. You will need to place for these without detracting from the rest of the group. If their ability is very much less than the rest of the group, it may be necessary for the assistant leader to assume special responsibility for them. Help and advice in dealing with children with special needs will be available, so if you are not sure - do ASK. In general less able children may be helped in the following ways:

- (a) Make sure you look directly at them and speak at their level when giving them instructions.
- (b) Keep them involved by giving them tasks that they can manage.
- (c) In activity sessions make sure that they are capable of achieving what is being asked of them, so that they are not seen to fail in front of their friends.

- (d) Make time to talk to them individually so that you can be sure that they have understood the aims of the session.
- (e) Try and find a strength they have that will boost their confidence.
- (f) If their disability is severe or if others in the group are intolerant of them it may be necessary, at a suitable moment, to talk to the rest of the group and their needs and feelings.

Visual Aids

Try to illustrate all the important points with a visual aid - the children will remember more from a visual aid than from a spoken word alone, even more so if they can hold up, handle or help produce the visual aid. Remember that visual aids don't have to be complicated or take hours to produce. Very often simple aids like a flower, a picture or a glass of water are often all that is needed. If your visual aid is too elaborate or unusual, the children will be more interested in the aid than in the point you are making. If your visual aid includes written material or captions, then it is better to use lower case letters as young children find writing in lower case much easier to read than block capitals.

Fact & Fantasy

With the younger children (age 7 and under) take care not to mix fact and fantasy, otherwise they will become confused and may end up believing the whole thing is a fairy story!

Variety & Flexibility

Make sure that your teaching sessions include plenty of variety.

Don't be afraid to be flexible; if the children's attention is wandering don't plod on with your prepared programme but switch to a different type of activity. Likewise, if you have a really good discussion going don't cut it short, even if it means leaving something out of your proposed programme.

Good Communications

The success of otherwise of the day will largely depend on good communication. Do take care to ensure that the children know what is happening and when. If there is a change of plan or programme do explain why; when you have to say No explain why; remember that communication is a two-way process, so make sure you understand what the children are telling you.

Communication between you and the children will involve much non-verbal transmission (saying nice things with a frown of your face may be counter-productive!). Likewise, try to be aware of what the children are saying to you by their behaviour, silence, noise etc.

Listening

It is very important to the children that you are listening to what they say; careful listening raises their self-esteem, enables them to clarify their thoughts, express their fears and reflect on what they have been taught. Careful questioning from you may help the children communicate their feelings better - "Tell me more", "Why do you think that happened?" "Why do you feel like that?" "What do you think should have happened" etc.

DO REMEMBER THAT ANYTHING SAID TO YOU IS IN CONFIDENCE AND HOWEVER UNUSUAL, INTERESTING OR AMUSING IT MAY BE SHOULD NOT BE REPEATED. THE ONLY EXCEPTION TO THIS IS ANYTHING THAT IS SAID WHICH MIGHT INDICATE THAT THE CHILD IS IN DANGER. See EMERGENCY PROCEDURES.

Involving the Children

Most, but not all, children will enjoy helping so think about tasks that the children could help with, such as mounting work for display, preparing materials, tidying up, holding your visual aid, collecting materials etc. Don't always ask for a volunteer - you will soon know if a child does not want to help!

Anticipating Questions

Make part of your preparation the anticipation of questions that may arise from the teaching material. Sometimes there will be a difficult question you have not anticipated; at these times be honest and say "I don't know, but I will find out" or "That is a difficult question. Can I think about it and we'll talk about it later?"

SOME DO'S AND DON'TS

DO try and divide your time equally between all the children

DO mean what you say

DO have an agreed sign for silence

DO let the children know you love and care about them

DO deal with problems as soon as they arise

DO make it different from school

DO ask for help

DO see that YOU and the CHILDREN have fun

DO go to bed early - you will need strength and energy

DO make sure you and they get plenty to drink

DO encourage the children to come to the Sunday service – try & come yourself

DON'T show any favouritism

DON'T shout

DON'T be afraid to admit that you don't know

DON'T try to do everything on you own

DON'T forget to enjoy the experience yourself!

DON'T let the children sit on your lap

A BACKPACKERS LEADER'S DAY

Definition: a wonderful & God-given opportunity to bring children closer to Jesus.

Prognosis: Recovery time from exhaustion is swift. Person concerned will be back for more of same next morning and in a year's time. Finally, a sense of joy and satisfaction smothers all feelings of tiredness.

The day starts well – arrival on a peaceful field with mostly familiar faces around gives a feeling of calm (before the storm?). You will need to arrive about 5-10 minutes before the start of the day to give time to deposit your things at your group's home base before going to the briefing session. Remember to sign in!

Briefing Time – Definition – a valuable start to the day. A peaceful, calm time

This is the time when all adults involved in helping that day come together for notices (we can't manage without them!) and prayer. The notices are usually brief, just any changes to routine etc. The prayer is the important part. It is a time to tell others (in small groups) about your hopes and concerns for the children in your charge and to offer prayers for both adults and children.

Starting Time – Definition – a time to put aside everything but Backpackers

After briefing it's time to prepare for the children's arrival. The actual programme will vary from year to year, but you will always need notes and aids for the teaching and possibly things for other activities day by day.

If the weather is typically English (but mostly, atypically Backpackers – we have been blessed with good weather most years), a length of string or some garden netting tied between tent poles and some pegs make a useful "wardrobe" for wet jackets.

Get to know your children – where they live, what schools they go to, whether or not they have been to Backpackers before. Watch out for the quiet ones, don't let them be ignored. This part of the day can be very useful for deepening your knowledge of, and friendship with the children. They don't usually all arrive at once, and there is time for a quiet chat now.

Teaching Time – Definition – When God can use you to plant seeds which may flower today, tomorrow or in many years' time

Preparation for this time is vital. You are given so much help from the teaching notes that you don't need to feel daunted, and the time passes remarkably quickly. Leader and assistant(s) do need to get together beforehand to do some preparation – which one of you will lead the sessions? Will you do alternate days? Will you share the sessions?

Prepare lots of material – as varied as you can manage, but be aware you may not use everything you have prepared. Be willing to change your approach. God and/or the children may make you realise that you need to do something different. You may want to act out the Bible story for the day, you may use a "visual aid" to make a point, play a game, or have a discussion. You may do all of these things – the age and make-up of your group will help determine this.

You should ensure that there is time for a loo visit in these sessions. The younger children must not be allowed to leave the group on their own – with the older groups (9s and above) use your discretion and common sense. Helping Hands may be around to assist here.

Together Time – Definition – Fun and Worship

All you have to do now is to make sure your children can see, and join in yourself. You really should be close to your group so keep them together as much as possible, although there are always those who “creep” as they get excited. The children will get so much more from this time if you are singing and doing the actions.

There are a few, a very few, children who can make a nuisance of themselves during this time, sometimes just because they want to hug other children. Try to watch out for this and distract the 'annoyer'.

Lunch Time – Definition – Sustenance and Sociability

There is not a lot of time, so take something that is quick and easy to eat. The bonus is that the children don't get bored. The intention is that you should stay together in your group and get to know one another better. Some of the older ones will eat more quickly and may want to play a game. Time for loos again!

Activity Sessions – Definition – Variety

Although the activities are organised by other people, it is essential that leaders and assistants join in, help their children and encourage the reluctant ones. You may not particularly like the activity (and you are advised not to admit this), but nevertheless try and get something from it because other people are enjoying it and a lot of effort has gone into its preparation.

Collection Time – Definition – Is it over already?

The children should be collected unless their parents are helping with Backpackers, in which case they should be taken to the “After Care” area. It can be a bit hectic, giving the children all they need to take home, and needs both the leader and assistant, but it gets easier as the week goes on. Try to have a word, if at all possible with the adult that collects; failing that, try not to look too tired and smile! We want them to know that we, and their children, enjoy the day.

Debriefing Time – Definition – A problem disappears

Time for all leaders, assistants, activity organisers, musicians etc to get a welcome drink and gather together. Problems other might share or all need to help with can be aired at this session, but keep anything specific to just one child or your group to discuss with one of the Organisers at the end. Again there will be notices and prayer.

Summary Time – Definition – Final thoughts

The day will have passed extremely quickly. If you are younger, thinner and fitter than most you may not even be exhausted but you will have enjoyed it. The children get so much out of Backpackers and one of the reasons for this is that each day is fully structured and action packed. This helps you as a leader because you can always answer the question “what are we going to do next?” and the day flashes past.

Now it's time to go home, pray for the children in your care, prepare for tomorrow and have an early night – unless it's Friday! Keep praying though; Backpackers runs on prayer and it is all-important.

GUIDELINES FOR MINIPACKER HELPERS

- Minipackers day 8.50am to 4.15pm.
- Two groups: Babies - 0 to 2 years; Tots - 3 to 4 years.
- Minipackers have a structured day with planned activities.
- Work as a team, show initiative and be responsible.
- Ability to communicate with small children.
- Willingness to help the children with activities, clothing, toilet trips, hand washing, applying sun cream etc.
- Be prepared to help with nappy changing.
- Be prepared to help with bottle-feeding and spoon feeding babies.
- Be aware of children's needs - comfort, distraction, praise, toilet etc.
- Be happy to read stories and entertain children either individually or in groups.
- Help with setting up and clearing away play equipment, craft materials, fetching drinks etc.
- Be aware of what is going on all around - avoids accidents, squabbles, losing children.
- When taking children out on the site make sure they are under control, holding hands in small groups. You will be responsible for that group whilst out.
- Do any other job as required.
- Above all join in, be happy and smile!

Before Backpackers Week:

- Your Minipackers co-ordinator will contact you to arrange planning/preparation meetings as necessary
- You must attend the Team Together Meeting in July
- Familiarise yourself with the Fire Procedures and guidelines on Dealing with Challenging Children.

During Backpackers Week:

- Be available on the Saturday/ Monday to help your Minipackers co-ordinator set up if necessary
- Come to the Service of Dedication and Commissioning on Monday evening
- Try to be on site for the whole day if possible so that you feel part of the whole Backpackers experience
- Be available from 8.50am or 1.00pm if only available for the afternoon
- Don't forget to sign in (and out if leaving before the end of the day)
- Make sure that you are familiar with the Backpackers site
- Make sure you are clear about which Minipackers group you are helping with each day
- Make sure you are familiar with the Minipackers programme and which activities the Minipackers will be doing that day
- Be available throughout the day for all sessions
- Help with setting up and clearing away play equipment and craft materials join in the activities with the Minipackers as much as possible
- Check with the Minipackers co-ordinator before leaving Minipackers
- Make sure that you are clear what to do during the Fire Drill
- Be available on the Friday evening and/or Saturday morning to help clear away

GUIDELINES FOR ACTIVITY CO-ORDINATORS

Before Backpackers Week:

- Contribute to planning team meetings as necessary
- Contact your activity helpers to arrange planning/preparation meetings as necessary
- Plan your programme to complement the Teaching Material as far as possible
- Ensure you are clear what age range of children will be doing your activity at which times and ensure activities are appropriate for those ages
- Arrange for Minipackers to briefly visit your activity once during the week
- Attend the Team Together Meeting in July
- Remind yourself of the Fire Procedures and guidelines on Dealing with Challenging Children and be clear how you intend to implement them during the week.

During Backpackers Week:

- Make use of your team on the Monday to help you to set up if necessary
- Come to the Service of Dedication and Commissioning on Monday evening for all involved in helping at Backpackers
- Encourage your team to be on site for the whole day if possible so that they feel part of the whole Backpackers experience
- Don't forget to sign in (and out if leaving before the end of the day)
- Make sure each helper is clear about when they are expected to be helping
- Join the morning Team Together Time
- Join in the Up Front and Together Times in the Main Tent if at all possible
- Your helpers should check with you before they leave your activity zone
- Make sure each helper is clear exactly what their role is during each activity session
- Your helpers should be available during each activity session even if they have no specific role
- Ensure that you and your team follow the guidelines on Dealing with Challenging Children during your sessions
- Be ready to help the Organisers with other tasks if necessary when your activity is not taking place
- Please try to join a group at lunchtime to give the leaders extra support
- Join the afternoon Team Together Time
- Make sure that you and your team are clear what to do during the Fire Drill.

GUIDELINES FOR ACTIVITY HELPERS

Before Backpackers Week:

- Your activity co-ordinator will contact you to arrange planning/preparation meetings as necessary
- You must attend the team together meeting
- Familiarise yourself with the Fire Procedures and guidelines on Dealing with Challenging Children.

During Backpackers Week:

- Be available on the Monday to help your activity co-ordinator to set up if necessary
- Come to the Service of Dedication and Commissioning on Monday evening for all involved in helping at Backpackers
- Try to be on site for the whole day if possible so that they feel part of the whole Backpackers experience
- Don't forget to sign in (and out if leaving before the end of the day)
- Make sure you are clear about when you are expected to be helping
- Join the morning Team Together Time if you are on site, if not check with your co-ordinator when you arrive
- Join in the Up Front and Together Times in the Main Tent if at all possible – there is time to prepare for your activity during the Teaching Time
- Check with your activity co-ordinator before leaving your activity zone
- Make sure you are clear exactly what your role is during each activity session
- Be available during each activity session even if you have no specific role
- Ensure that you follow the guidelines on Dealing with Challenging Children during your sessions
- Be ready to help the Organisers with other tasks if necessary when your activity is not taking place
- Please try to join a group at lunchtime to give the leaders extra support
- Join the afternoon Team Together Time, if you are on site
- Make sure that you are clear what to do during the Fire Drill.

DEALING WITH CHALLENGING CHILDREN...

Principles:

- Others must be allowed to learn and participate
- Reconciliation - fresh start
- Praise and reward
- Focus on the activity/task rather than on the child
- Quiet, firm, fair - make it the child's choice, not a punishment - avoid confrontation and shouting
- Leaders are not failing if a child is misbehaving and they need support
- Leaders are entitled to respect and good behaviour - as are children
- Follow procedures

Guidelines on managing a group:

- Well-planned, short activities
- Clear expectations, systems, routines
- Ways of getting quiet - systems
- Involving the challenging child
- Giving attention for being good
- Graduated approach to "discipline"

Graduated approach: (possibly not appropriate if incident is more serious)

1. Praise good things, ignore naughty.
2. Make clear that behaviour is not appropriate and not acceptable.
3. Remind that behaviour is not appropriate and not acceptable - make clear that they won't be able to take part in the group if behaviour continues (possibly at end of teaching time).
4. Take aside for "next time..." warning.
5. Send to/for Organiser - discuss expectations; quickly back to group for fresh start. GL, AGL and Organiser discuss strategies and support needed.
6. Send to/for Organiser - short period of withdrawal; discuss expectations; "discuss with parent next time" warning; back to group for fresh start. GL, AGL and Organiser discuss strategies and support needed.
7. As for 6 - see parent at end of day - expectations and consequences if continued.
8. Withdrawal from Backpackers.

Don't Forget:

- Ask for support - don't bottle up anxieties, it's not your failure.
- Send children to Organiser for nice reasons too!!

REGISTRATION AND COLLECTION OF CHILDREN

Registration

All children who have been offered a place at Backpackers have already been allocated to a group, and the name of this group is printed on the "Collect Your Child" vouchers which have previously been sent to them. Children arriving on the first day of Backpackers should go therefore go straight to their home base to meet their group leaders. There will be people around to direct newcomers to the appropriate areas.

Each morning, the group leaders must complete the register (which will be in the resource pack) as soon as possible and **take it to the Information Tent** where a note will be made of any children who haven't arrived. If a child arrives later in the day, group leaders should tick them off on the register and inform someone in the Registration Tent, so that we can have an accurate record of who is on site.

It is essential both for the smooth running of Backpackers and as a legal requirement that EVERY child on the field should have a completed registration form (this includes helpers' children).

Collection of Children at the End of the Day

When the children are registered for Backpackers all parents/guardians will receive a "collect a child voucher" for each day. It is important that they give this voucher (with the child's name on it) when they collect their child. If they do not have the voucher with them they should be asked to see the Co-ordinators who will then deal with the matter. Please DO NOT let a child leave without first receiving a voucher from their parent/guardian. If you have any questions or problems please refer them to the Organisers.

FIRE PROCEDURES

Signing In & Out

It is important that an accurate record is kept of who is on site at any time. The following system should ensure this is the case.

1. On arrival each day, immediately tick off your name on the list in the main marquee (Minipackers helpers in the school). Your name will appear once only, on the list corresponding to your "main job" for the week.
2. If you have to leave the site for any reason during the day, sign out by writing the time you leave in the appropriate column next to your name on the same list.
3. If you return to the site again, sign in immediately by writing the time you arrive in the appropriate column next to your name on the same list.
4. If you have to leave the site a second time, you must write your name and the relevant details on the supplementary fire list in the main marquee.

When the Alarm Sounds

Minipackers and Backpackers should both evacuate wherever the alarm is sounded.

Group leaders should always have their registration lists readily available. On hearing the alarm, group leaders immediately take their groups to the Backpackers assembly point on the lower field. Groups line up in silence in group order as indicated by the markers. Group leaders check that each registered child, assistant leader and helping hand in their group is present and report to the appropriate Fire Marshall. (If registration lists are with the registration team, they will be brought to the assembly point).

On hearing the alarm, all Backpackers helpers must also go to the FIRE ASSEMBLY POINT. A designated Fire Marshall will bring the helpers sign-in lists from the main marquee and check that the site is clear. Activity co-ordinators collect sign-in list from organiser, check in each member of their team and report to a designated Fire Marshall. Helpers attached to groups will be checked in by the group leader – see previous paragraph.

IT IS IMPORTANT THAT SILENCE IS MAINTAINED SO THAT ANNOUNCEMENTS CAN BE HEARD BY ALL.

The same procedure applies to Minipackers, except that they will go to the Minipackers assembly point in the lower school car park and report to the MP Fire Marshal.

When all lists have been checked, Fire Marshals report to the Fire Officer who will follow up any anomalies. When all are accounted for and the site has been checked, the Fire Officer will give the All Clear. No one should leave the assembly areas until the Fire Officer gives the All Clear.

IN THE EVENT OF FIRE, EXTINGUISHERS ARE AVAILABLE AT THE EXITS TO THE TENTS. THESE ARE TO BE USED PRIMARILY TO ASSIST IN ENSURING THAT EVERY INDIVIDUAL IS SAFE AND CLEAR OF THE TENTS.

PROPERTY IS INSURED AND REPLACEABLE – PEOPLE ARE NOT!

EMERGENCY PROCEDURE

Accidents

A responsible adult must take any child requiring First Aid treatment to the First Aid Post. The First Aider on duty will, in consultation with the Co-ordinator, decide whether the parents will be informed or any other action taken. If the nature of the injury is such that the child should not be moved, then an adult should be dispatched to the First Aid Caravan immediately. It is important that this adult should know the nature of the injury so that the First Aider can make an immediate decision whether to summon additional help.

Missing Children

Missing children must be reported **immediately** to the Co-ordinator.

Children at Risk

Although unlikely, it is possible that a helper may have reason to believe that a child in their group is in personal danger. If this should happen then details should be passed only to the Co-ordinator who will then decide what, if any, action is to be taken. Further guidance will be given at the July Team Meeting.

HELPERS' CHILDREN: BEFORE & AFTER CARE

Notes:

1. There is a need for tight procedures for security and safety reasons.
2. The children need to appreciate these reasons and the importance of co-operating.
3. To minimise the number of children to be supervised, other arrangements for bringing and collecting children should be made whenever possible.
4. Before & after care is only available when the parent/carer is helping on site. This applies equally to Minipackers.
5. The "care area" will be in the school hall.
6. **HELPERS MUST ENSURE THAT THEIR CHILDREN ARE NOMINATED FOR BEFORE CARE AND/OR AFTER CARE BY THE 'TEAM TOGETHER' DAY.**
7. The care team should report any extras or absences to one of the organisers as soon as possible after the care session.

Start of Day Procedures:

1. Care team collects lists and equipment and goes to care area.
2. No earlier than 9.00am, helpers take BP children to care area, where they are registered by the care team.
3. Next, helpers take any MP children to the school, where they are registered.
4. All helpers, except the care team, go to Team Together Time at 9.15am.
5. Care team brings children on to main site at 9.55am to go to groups.
6. Care lists returned to command post.

End of Day Procedures:

1. List given to group leader during the day indicating children to go to after-care.
2. Care team collects its lists and equipment and goes to care area at 3.50pm.
3. At 4.00pm, one leader from each group takes the designated children to care area, where they are registered. Meanwhile, the other leader(s) stay with their group to release the remaining children to parents as they bring their vouchers.
4. All encourage non-Backpacker parents to move swiftly off site!
5. Care team checks register and contacts parent of any child who has not arrived at the care area.
6. Care team should not release children to people who are not Backpacker helpers unless they present the appropriate voucher.
7. All helpers, except the care team, go to Team Together Time at 4.15pm, please collect MP children before this.
8. When Team Together Time ends, helpers collect BP children from the care team, presenting the appropriate voucher.
9. Care lists returned to base.

CHILD PROTECTION

For everyone's protection Backpackers operates under The Diocese of Oxford, 'Protecting Children on the Diocese of Oxford' Policy. The full document will be available on site during the setting up period and week of Backpackers. It can also be downloaded from the Diocesan website: www.oxford.anglican.org

Every person over the age of 18 will have been required to apply for a CRB check prior to the week.

Should something about a child concern you, or if a child confides in you, during the week, you need to be aware of the following pointers:

General Points

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know - **Don't promise confidentiality**
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decided not to tell you after all, then accept that and let them know you are always ready to listen.

Helpful Things to Say/Show

- "I believe you" (or showing acceptance of what the child says)
- "Thank you for telling me"
- "It's not your fault"
- "I will help you"

Don't Say:

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.
- Never make statements such as "I am shocked, don't tell anyone else".

Concluding

- Again reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens.
- Contact one of the Organisers as soon as is practical.
- Complete the appropriate forms that will be available in the Command Post.
- Consider your own feelings and seek Pastoral support if needed.
- In all other aspects treat the information as confidential.