

YMCA
Fairthorne Manor

The
Children's
Society

Young Carers Festival



28-30 JUNE 2019

YMCA Fairthorne Manor, Curdridge, Southampton, SO30 2GH

ycf@ymca-fg.org

www.ymca-fg.org

YMCA Fairthorne Group is a charity and its mission is to champion and add value to young lives by providing experiences that challenge, enable and develop the individual.
YMCA Fairthorne Group is a company limited by guarantee in England and Wales, company number 4336719, registered charity number 1090981.
Registered Office: Fairthorne Manor, Curdridge, Southampton, SO30 2GH.

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As a separate attachment, please also find the following documents:

- Group Media Consent Form
- Group Attendance Register
- Group Dietary Requirements
- Group Medical Form
- Group Tent/Gazebo Information
- Group Transportation Information

YOUNG CARERS FESTIVAL 2019

We have once again kept the cost as low as possible and your weekend stay includes:

- Accommodation
- Food
- Activities
- Entertainment
- Festival t-shirt

WHO IS THE FESTIVAL FOR?

The Young Carers Festival is for young carers aged **11 – 16** years.

Please note that young carers aged 17 and above can only attend as leaders.

DEADLINES

Thursday 18 th April	Early bird booking deadline (this includes full payment)
Friday 17 th May	Return: <ul style="list-style-type: none"> - Group Media Consent Form - Group Tent/Gazebo Information - Group Attendance Register - Group Medical Form - Group Transportation Information - Group Dietary Requirements
Friday 17 th May	Last day for bookings
Friday 31 st May	If you're travelling to the festival by train, we have a minibus that can collect your luggage from our local Botley train station. Please note this must be pre-booked and include your train times.

START & FINISH TIMES

The Festival site is open from 4.00pm on Friday 28 June, with registration and tent allocation from 4.30pm.

Please do not arrive earlier as we will be turning the site around from our guests during the week.

The Festival ends on Sunday 30 June, with all groups to have vacated the site by 2.00pm.

TRAVEL ARRANGEMENTS

Groups must make their own travel arrangements to the site. A shuttle service is available upon request to collect/drop off baggage *only* at Botley train station only; groups are asked to make their own way to Fairthorne Manor, a ten minute walk from the train station. This service must be booked when sending final completed information, including your train times.

On Site

Hired coaches are not permitted to remain on site and coach drivers need to make alternative accommodation arrangements. Cars and minibuses may remain on site, but must be parked in the allocated area. Please inform us of all vehicles remaining on site when returning your final information prior to arrival, including car/van registration details. Cars/coaches/vans are not permitted to be left on the field. They will need to be moved straight after drop-off.

ACCOMMODATION

YMCA supplied tents

YMCA pop up tents can be provided for young carers at an additional cost (see the booking form for prices).

Project Supplied Tents

If you prefer to supply your own tents for your whole group, we will allocate sufficient space to pitch them. We require the measurements and number of all tents/gazebos you are bringing, so please ensure you complete and return the Tent Plan in detail. Unless information is received, your group will be allocated space on the edge of the camping area. Please note we are unable to guarantee placement with other particular projects.

Indoor Accommodation

A limited amount of indoor accommodation is available for those with a medical condition or disability; please advise us of any requirements on the booking form. Remember your tent group must remain in male/female ratio (1:12). Rooms will be allocated in advance at our discretion. Rooms do not lock, and no valuables should be left in them. Due to the accommodation layout you may be required to share rooms with other group leaders of the same sex.

GROUP LEADERS

Group leaders are responsible for the safe supervision of their group members at all times; all groups require a minimum of two leaders at all times. Leaders are provided with a pass upon arrival which must be worn at all times.

- **Ratio's** - Ensure you have a sufficient staff and volunteers to support your group over the weekend, including overnight. 1:12 minimum ratio but please consider whether your staff ratio accommodates the needs of your group.
- **Drivers** - Consider the sleeping arrangements for your staff who are driving your group to and from the Festival. We have limited sleeping space for drivers, but this must be requested on the booking form in advance. Please note there is no parking for coaches on site.
- **Leader briefings** - projects must ensure that a staff member attends these briefings. Leader's briefings cover important information regarding the smooth running of the festival, including health and safety information. Briefings are held on Friday, Saturday and Sunday. Times will be confirmed on arrival.

Leadership

The festival depends on the hard work of committed, competent and experienced group leaders - visit www.oeap.info to find high quality training and advice for group leaders. For Young Carers who have not attended a festival before, explain the festival aims and what to expect in terms of accommodation and facilities. Spend time prior to the festival to agree internal ground rules and familiarise themselves with the expectations of the festival organisers. It is better to deal with any issues with a clear, calm and consistent approach. If you would like to visit the site prior to the Festival to help in your planning, let us know. You can also find video's of previous festivals on YouTube.

Behaviour

It will benefit everyone if you agree behaviour boundaries prior to arrival. As leaders, you are responsible for the safe supervision and behaviour of your group at all times. YMCA staff will step in should the behaviour of a young person be deemed dangerous to themselves or others. We work closely with group leaders if it becomes necessary to exclude a young person due to unsafe or other inappropriate behaviour. We offer no refund in these instances.

Expectations

Leaders should be aware that other projects may have a different approach to the way they lead their groups. The diversity of leadership does reflect on the wide variety of projects represented and their understanding and trust of their young people. Leaders are asked to demonstrate tolerance of others and to engage in dialogue to resolve minor disputes between groups. Leaders are encouraged to report to festival organisers any incidents where safety is being compromised, or where disputes remain unresolved.

Anti-Discrimination

Please remind everyone of the Equal Opportunities Statement as listed in this pack.

Alcohol, Substance Use and Smoking

The festival is an alcohol and substance-free site, including adults. Smoking is only permitted in designated smoking areas.

Media Consent and Photography

YCF will attract high media interest and it is the responsibility of group leaders to gain media consent from parents/guardians/carers. Each leader is responsible for preventing access to, or filming of, those young people without media consent. A Group Media Consent Form is attached for you to complete and return together with other relevant paperwork.

Curfew

In order to respect other groups, we ask that you set a curfew for your group to return quietly to their tents and remain in them. Discuss this prior to arrival and highlight the importance of returning to their tents at the given time. The first night will be the hardest and remember you need your sleep too! The following morning, all groups should respect other's camping nearby and keep noise and movement levels to a minimum until 8.00am.

Mobile Phones

Please ensure your phone is fully charged and switched on at all times during the festival. There are a limited number of charger sockets available at reception for group leaders to charge phones. The information trailer has sockets available for the young people. YMCA accepts no responsibility for the loss or damage of mobile phones or chargers left for charging. Please do not use any other sockets in public places to charge your phones as this may lead to short circuit issues.

Health Needs and Medical Consent

Leaders should consider the full range of health needs of their young people attending, ensuring any young person who requires prescribed medication, including insulin, inhalers etc. has brought this medication with them. Leaders should also consider the sexual health needs of their group. Please read the First Aid section carefully. Group leaders will need to make their own arrangements for ensuring they hold the necessary medical information and consent from parents/guardians/carers.

MEALS

The following meals are provided:

DAY	MEALS PROVIDED	IMPORTANT
Friday	Evening meal (served until 8.30pm)	Late arrivals need to stop and eat en-route, alternatively inform Festival Reception and some food will be saved for your group. Snacks will be available to purchase until midnight.
Saturday	Continental breakfast, packed lunch, evening meal	
Sunday	Cooked breakfast and packed lunch	Complete the early lunch request form available from Festival Reception if you need your group's lunches to be ready for an early departure on Sunday. These must be handed in to the Catering Team or Festival Reception by Saturday lunchtime.

To ensure we meet the specific dietary requirements of your group, complete the Dietary Requirement form attached to this pack and return it to us no later than Friday 17 May. We cannot guarantee that dietary requirements received after this date will be catered for.

KIT LIST

Please label all items with full name, group and contact telephone number (mobile number)

KIT LIST	√ When packed
Sleeping bag	
Pillow	
Sleeping mat	
Toiletries – deodorant, toothbrush, toothpaste, shower gel, soap	
Towel	
At least 2 complete changes of clothes	
Waterproofs – jacket/coat/trousers (activities run in all weather, so be prepared with wet weather gear, including wellies/boots)	
Trainers	
Shorts and t-shirts	
Sun hat	
Sun block/cream	
Disco outfit	
Torch	
Spare shoes or trainers (which you can get wet and muddy)	
Water bottle (can be refilled)	
Purse or wallet (please put contact details inside)	

YMCA Fairthorne Manor accepts no liability for any items of personal belongings, including mobile phones, lost during the festival. Items clearly labelled with a name and group are more likely to be reunited with their owner. Items of lost property not claimed during YCF will be held for two weeks before being sent to charity. YMCA Fairthorne Manor is not responsible in returning lost property items to groups or individuals. Whilst we are happy to assist with arrangements you make to receive your items, we are not liable for the charges to return items.

FIRST AID

Please take time to read this information, drawn from our experience of previous festivals. Prior to arrival, please ensure you complete the Medical Conditions Form and return to us by Friday 17 May 2019.

First Aid Provision

A dedicated first aid team who regularly cover events and shows provide emergency cover for the duration of the festival. In addition, all YMCA activity delivery staff are first-aid trained, qualified and have first-aid kits with them at all activity sites. Our staff will be patrolling the site and providing safety cover at the main gatherings during the festival.

Those with minor injuries can report to First Aid, with young people accompanied by a group leader. If a young person arrives unaccompanied, Festival Reception will contact the group leader by mobile phone. Please make sure that each leader has their mobile switched on and charged at all times.

In the event of a serious injury where a casualty cannot be moved, send a person to Festival Reception with a description of the injury and an accurate location. The first-aid team will then dispatch the appropriate response. A senior staff member at the site will take charge of an incident until the appropriate help arrives.

What the first aid team can do

- Treat minor injuries
- Refer to A&E
- Give general advice on people presenting symptoms of illness
- Document treatment given

What the first aid team can't do

- Prescribe medication
- Replace medication which has been left at home (inhalers etc.)
- Provide pain relief
- Provide counselling
- Diagnose illness
- Provide transport to hospital

Transfer to accident & emergency

Emergency transfer to hospital will be by 999 and the Ambulance Service. Non-emergency transfer will be either by your own transport (directions available from reception) or by taxi (approximately £30 each way which is your responsibility).

The YMCA does not provide transportation to and from A&E, doctor's surgeries or chemists. Unless an ambulance is deemed necessary, please be prepared to pay for a taxi. A group leader must accompany young carers to hospital.

OUR EXPERIENCE OF PREVIOUS EVENTS

Accidents are **least likely** to occur on YMCA led activities

Accidents are **most likely** to occur in and around tent villages, during informal or spontaneous play activities.

Sickness

The most common symptoms of illness presented by festival attendees are headache, stomach ache and nausea. This is most likely due to one or a combination of the following:

- **Dehydration** – even on cold, overcast days, ensure everyone drinks plenty of water.
- **Tiredness** – lack of sleep will make people feel tired, irritable and even nauseous.
- **Not eating** – encourage everyone to eat the meals provided; eating just sweets and chocolate can lead to sickness.
- **Fresh air** – the combination of being out in the fresh air and expending lots of energy may lead to a sudden feeling of sickness/lack of energy.
- **Travel** – be prepared for travel sickness en-route to and from the event.
- **Sunstroke** – even on overcast days, the combination of moderate sun and dehydration can cause sunstroke. Hats, t-shirts, sunscreen and water are absolutely essential. Encourage everyone to sit in the shade. Leaders must set an example.

TLC – over the course of past festivals, we have experienced many young people who have used the event for some much needed TLC. Leaders should be aware of the need to target the first aid resources at those who are genuinely unwell or who have had an accident. We therefore ask you to provide initial pastoral care to your group.

HEALTH AND SAFETY NOTICE

To guarantee the success of the festival, it is necessary to ensure the safety of all taking part. This is a matter that we take very seriously and it is important that everyone understands their role. The following procedures are in place:

YMCA Fairthorne Manor has its own "Health and Safety Policy Statement" ([view here](#)) and we have £10 million public liability insurance cover.

For information regarding Health & Safety on our activities, please see [our current policy and procedures](#) on our website.

All YMCA Fairthorne Manor activity staff are first-aid trained, and first-aid kits are available at each activity. Throughout the festival, a first-aid area will provide round-the-clock cover. Leaders are responsible for the health needs of the young people within their groups.

The centre has a comprehensive child protection and safeguarding policy, and as part of this, all staff are DBS checked. Our Child Protection Officer for the centre will be available during the weekend. In some cases, activities and workshops offered during the festival are being provided by outside contractors. These contractors have all been asked for an assurance that they fulfill the following criteria:

- That the activities being provided have been risk assessed
- That all their staff have been adequately trained and are qualified to run these.
- That none of their staff attending the festival have any criminal convictions relating to children or young people, and all are sympathetic to their needs.
- That all equipment being used has been properly maintained, and is operated in compliance with the appropriate legislation or "industry standards"
- That their organisation(s) are covered by 3rd party liability insurance.

Whilst YMCA Fairthorne Manor accepts full responsibility for the safety of the young people whilst they are taking part in the organised activities, it is important for group leaders to understand that they are responsible for their group at all times. Leaders are therefore advised that it is essential to produce risk assessments for any group specific hazards due to medical or behavioural needs and for those periods when they are not taking part in organised activities. Effective group supervision and suitable and sufficient staff ratios will be the most important control measures for group specific hazards.

To assist you with your own risk assessments, we draw your attention to the following notable hazards within the Fairthorne Manor site: tidal river; freshwater lake and stream; areas of woodland; estate machinery and equipment; activity equipment not in use; the campsite. Please find a map noting these areas enclosed with this document.

Your participation in helping us to make this event a success is very much appreciated and we hope that you, as group leaders, also find the weekend both enjoyable and worthwhile.

CHILD PROTECTION POLICY – YOUNG CARERS FESTIVAL

YMCA Fairthorne Manor will take the lead in relation to implementation of a child protection policy for the event. YMCA has adopted the guidelines laid down by YMCA England policy and guidelines document “Safeguarding Children and Young People”.

Safeguarding Children and Young People

As one of its major activities, YMCA seeks to serve the needs of young people promoting holistic development. In doing so, YMCA takes seriously the welfare of all young people and children who come onto its premises, or who are involved in YMCA activities.

YMCA aims to ensure that they are welcomed into a safe and caring environment with a happy and friendly atmosphere.

YMCA aims to ensure that it is the responsibility of each one of its staff, paid and unpaid, to prevent the physical, sexual or emotional abuse of young people and children, and to report any abuse discovered or suspected.

YMCA recognises its responsibility to implement, maintain and regularly review procedures which are designed to prevent, and be alert to such abuse.

YMCA is committed to supporting, resourcing and training those who work with young people and children, and to providing supervision.

YMCA is committed to maintaining good links with the statutory child care authorities.

Equal Opportunity Statement for Young Carers Festival

All young people and staff attending the festival are expected to commit themselves to provide an atmosphere free from discrimination (on the grounds of race, gender, marital status, ethnic origin, sexual orientation, physical ability, educational attainment or wealth) and harassment (whether physical or verbal).

This festival will be a drug, alcohol and substance-free event.

Anyone behaving in a way that breaks this agreement will be challenged appropriately, and the organisers reserve the right to exclude them from the remainder of the festival.

YOUNG CARERS FESTIVAL 2019 – BOOKING FORM

Group Name:					
Group Known As:		Group Leader:		Mobile:	
Address:					
Postcode:					
Telephone:		Email:			
PRICES		Early Bird (Bookings & payment received by 18 April 2019)	Full Price (Bookings & payment received after 18 April 2019)		
Using YMCA Tents		£98.00 per person	£103.00 per person		
Own Tents		£88.00 per person	£93.00 per person		
Number Attending Festival			Additional Information:		
	MALE	FEMALE			
Young Carers					
Adults/Leaders					
Total					
ACCOMMODATION		Number of Young Carers staying in	Number of Adults/Leaders staying in		
YMCA Tents					
Own Tents					
<p>All attendees to provide own sleeping bag, mat and pillow. YMCA tents are provided on a first come, first served basis relating to when your booking form has been received. No refunds for unfilled spaces. All places must be paid for upon receipt of invoice or with completed booking form. Full payment for early bird bookings must be received by the early booking deadline – early bird payments received after this deadline will be charged at the full rate. Unpaid invoices will lead to refusal of entrance to Festival. Please see separate page for full booking conditions.</p>					
I confirm that I have read and accept and have the authority to accept the festival booking conditions for my group.					
Print Name		Signed		Date	

YOUNG CARERS FESTIVAL: BOOKING TERMS AND CONDITIONS

1. Your contract is with YMCA Fairthorne Manor. By signing the booking form, you are guaranteeing that you have the authority of your organisation to do so and are accepting the terms of the Booking Conditions. The contract shall be subject to the jurisdiction of the English Courts under English Law.
2. Bookings must be sent by post or email with the completed booking form. **Full payment must be made upon receipt of invoice.** Email to ycf@ymca-fg.org or post to YMCA Fairthorne Manor, YCF 2019, Curdridge Southampton, SO30 2GH. Please note that you will not be able to access the festival if you have not paid in advance.
3. The booking is confirmed when the Centre has received and acknowledged by email a completed booking form and payment.
4. Bookings received after the early bird deadline of 18 April 2019 will be charged at full price.
5. YMCA reserves the right to cancel a booking for whatever reason. All money paid to the YMCA in respect of the booking would be refunded in full.
6. No refunds will be made for cancelled or unused places.
7. No refund will be made in respect of meals not taken or accommodation vacated before the festival finish date.
8. Groups are responsible for the cost of repairs necessitated by any wilful damage they may cause.
9. The Centre does not accept responsibility for property of any description belonging to guests.
10. All group leaders must have been DBS checked prior to attending the festival.
11. A ratio of one leader to 12 young people, with a minimum of two leaders, is required for all groups. If the group is mixed sex, leaders of both sexes will be required to attend.
12. Alcohol and drugs are not permitted on site. Smoking is only permitted in designated smoking areas. Details available upon request at Festival Reception.
13. Completion of Medical and Media Consent Forms are the responsibility of the group leader and remain so throughout the festival.
14. Failure to return the Media Consent Form will result in the cancellation of your booking, with no refund.
15. Dogs and pets are not permitted on site, except for assistance dogs.
16. Groups are not permitted to arrive on site before 4.30pm on Friday 28 June 2019.
17. The site must be vacated by 2pm on Sunday 30 June 2019. Groups must ensure their transportation is aware of this requirement.
18. Group Leaders must have read and informed their groups of our Equal Opportunities policy, and agree to abide by it.
19. Group Leaders are responsible for their groups at all times, including their standard of behaviour and conduct. The Centre reserves the right to terminate the booking of any group whose members consistently cause problems with other groups or members of the Centre staff, or by failing to meet the conditions of their booking.
20. YMCA Fairthorne Manor has public liability insurance cover of up to £10 million. We recommend that groups take out their own insurance to cover the risk of accident, loss of personal belongings or cancellation.
21. In line with GDPR, we have measures in place to protect the personal booking information held by us. Group contact details, including postal address, telephone and email address, will only be used to fulfil visit administration and to communicate details of YMCAs products and services. Personal information supplied about party members will only be used to allow our employees to provide the agreed service. For further information regarding our use of your data, visit www.ymca-fg.org/privacy-cookie-policy

FAIRTHORNE MANOR HIGH RISK AREA OVERVIEW

Supervision of your group whilst at Fairthorne is your responsibility. Please take extra care around high risk areas such as the boat house, lake, river and stream areas, as well as all high risk activities which require Fairthorne staff instruction.

Please ensure cover of high risk areas during activities with remote supervision such as orienteering.

