



Staff Handbook

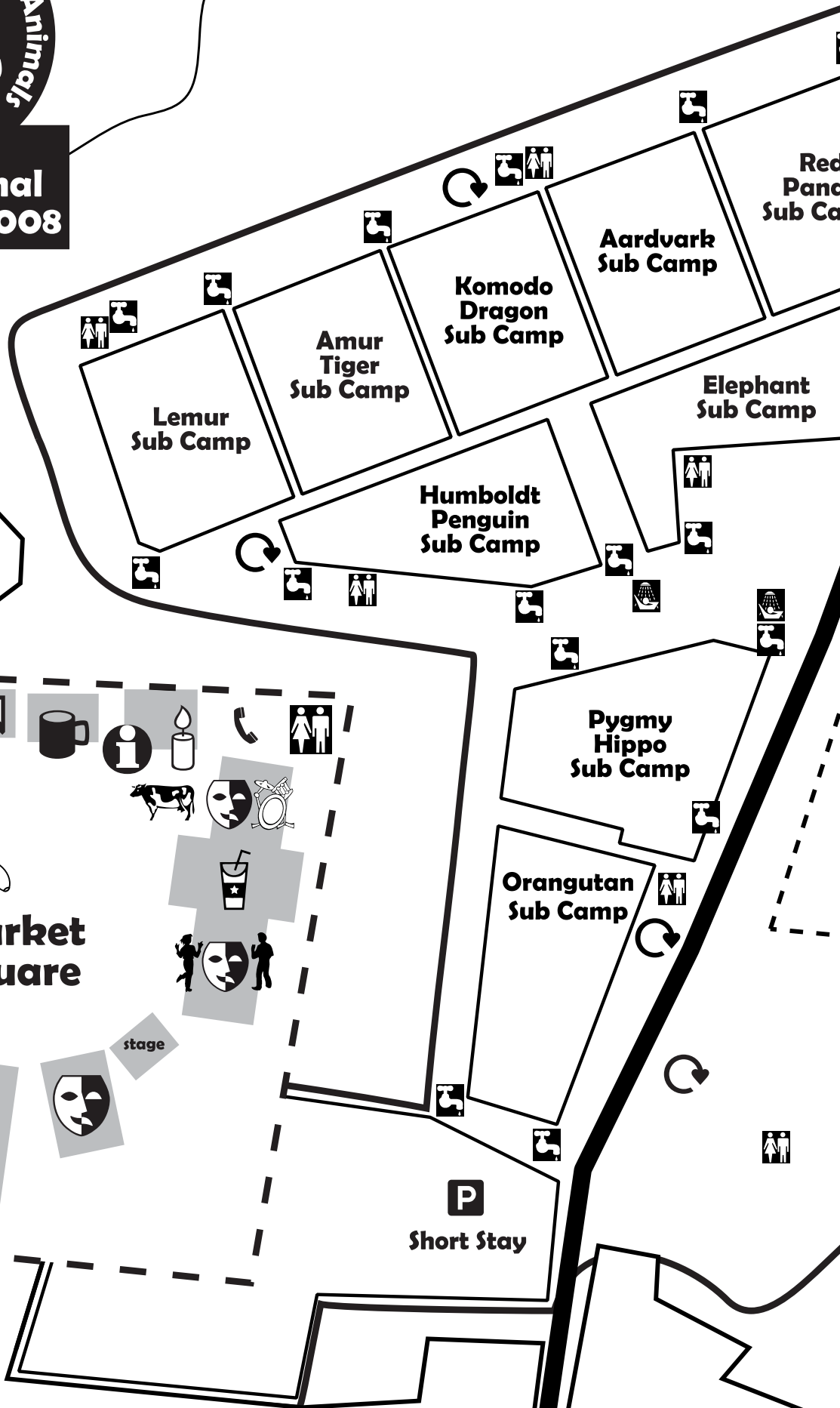


Girlguiding UK



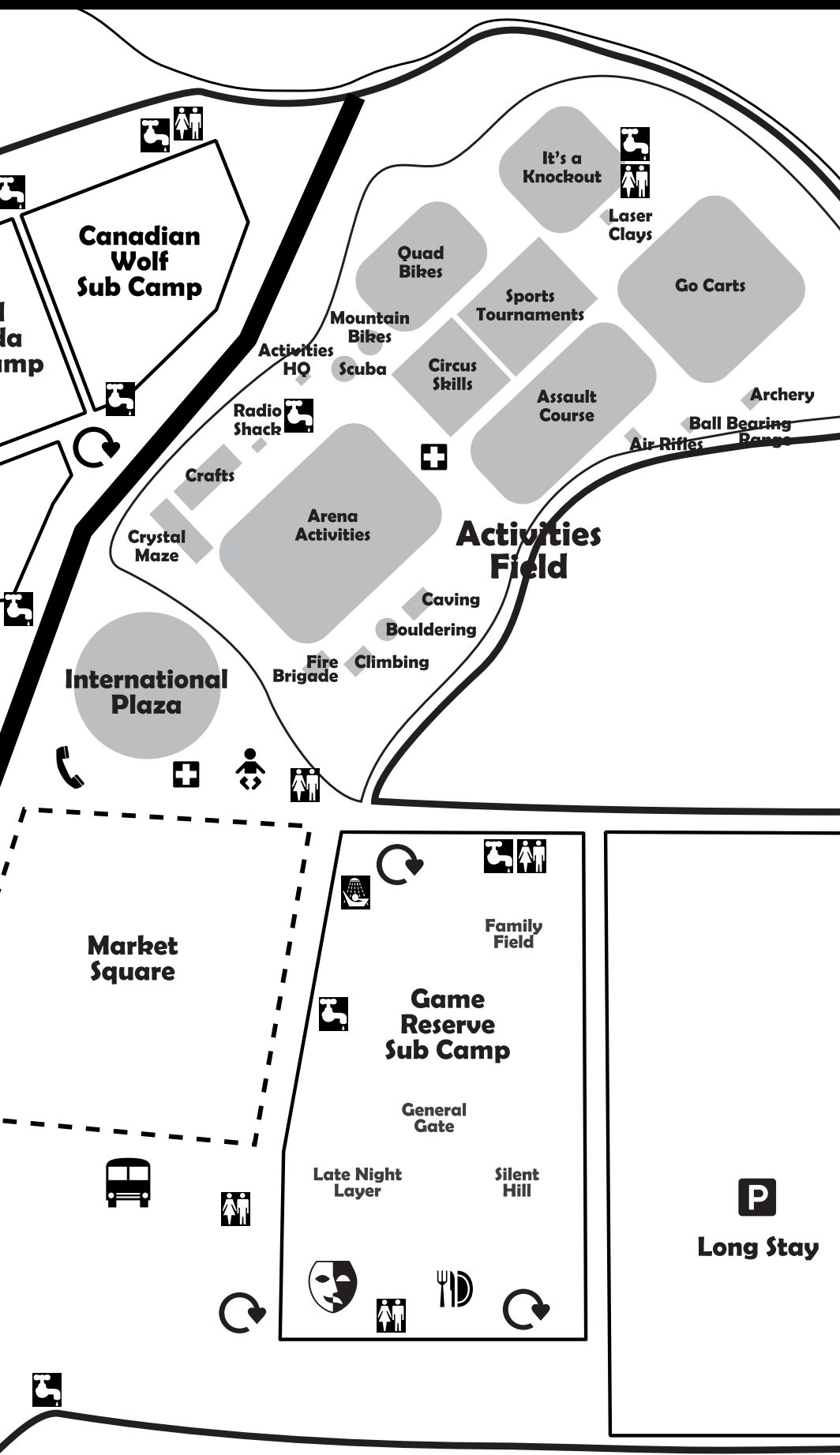


Essex International Jamboree 2008



The Market Square area is enclosed in a dashed border and contains the following icons and labels:

- Office equipment: printer, telephone, laptop, and a newspaper.
- Information: a person with an 'i' icon, a candle, and a microphone.
- Food and Drink: a mug, a cow, a drink with a star, and a plate with a fork and knife.
- Entertainment: a camera, a film camera, a pair of glasses, and a stage.
- Other: a shopping bag, a pound sign (£), an envelope, and a recycling symbol.



-  Bank
-  Bus Stop
-  Car Park
-  Cinema
-  Coffee Shop
-  Crèche
-  Dairy Room
-  Dance Tent
-  Entertainment
-  Food
-  Food Warehouse
-  Games Room
-  Guest Hospitality
-  Help Desk
-  Live Tent
-  Media Centre
-  Media Store
-  First Aid
-  Internet Facility
-  Peace & Quiet Zone
-  Post Office
-  Public Phone
-  Radio Station
-  Recycling Point
-  Shopping
-  Showers
-  Soft Rock Cafe
-  Street Entertainments
-  Toilets
-  Water
-  Youth Media

Welcome To The Game Reserve

We hope you find this handbook useful and that it helps you get the most out of the week of international fun and friendship at the Essex International Jamboree 2008.

This is the biggest ever Essex International Jamboree with around 1,500 International Scouting and Guiding members from over 20 countries attending alongside around 4,000 from the UK and 4,000 from Essex.

With the Jamboree theme to look after our environment for the protection of endangered animals we hope that everyone at the Jamboree can do their bit to achieve a green lifestyle during the week. One challenge we are setting everyone is to use the recycling points across the whole site and to understand the benefits.

Supporting You

We value the contribution that you and hundreds of volunteers are contributing to the success of the Jamboree. If you have any staff related questions, feedback or praise come and chat to the Staff Department who will be supporting all staff members during the week. You will find them located in the office based within the Staff Recreation Complex between 07.30 and 23.00.

Our small team will ensure your stay and volunteering time on the Game Reserve is a great time of work, rest and play.

Head of Department - Jacqui Archard
Deputy Head of Department – Bill Osborne
Deputy Head of Department – Graham Bishop
Staff Registrar - Jo Evans
Bar Manager - Tim Webb
Catering Manager - Bill Marshall

Taking up 9 acres of the Jamboree site, the Game Reserve Sub Camp is the largest of the 11 Sub Camps at the Jamboree. Not only does it house 1,500 staff volunteers, it also has staff shower and toilet facilities, The Masai Mara Mess, and Staff Recreation Complex.

Staff Camping Areas

Unless you are a member of a Sub Camp Team, Staff members will camp in one of four areas on the Staff Sub Camp field. Bring your tent, sleeping bag and a chair to relax in and this will be your home for the Jamboree.

Silent Hill

A quiet area for shift workers and those who need that extra bit of help sleeping. It will be a noise free zone and we ask that respect be paid to maintain this policy both at night and during the day.

Family Field

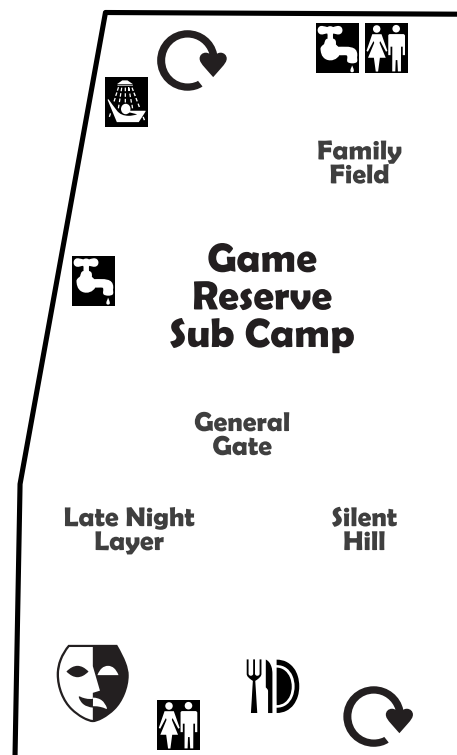
The area for Staff members and their families. It will be located away from the hustle and bustle of the Staff Recreation Complex.

General Gate

A general camping area with a no noise rule between 23.00 and 07.00.

Late Night Layer

An area that will be placed away from Silent Hill and Family Field. There will still be a midnight noise curfew, but it's separated so that late night fans don't disturb the whole camping area.





Masai Mara Mess

The team looking after staff catering has prepared a balanced menu to keep your heart and soul ticking along whilst at the Jamboree. If you have chosen the staff catering option, the Jamboree will provide and cook your food for you, including washing up the cooking pots, however all catered staff will be required to wash up their own cutlery and crockery. There will be washing up facilities located near to the Masai Mara Mess to clean your cutlery and crockery after you have used them. Lunch will be provided at breakfast each day, and you will be provided with a small cool bag at the start of the week to use on a daily basis to keep your food fresh during the morning. We will have a freezer available within the Masai Mara Mess for freezer blocks if you wish to bring one with you for your cool bag. Unfortunately we cannot guarantee you will get your exact cool block back each day.

Breakfast	07.00 – 11.00
Evening meal	17.00 – 23.00
Packed lunch	Collection, 07.30 – 14.00
Beverage point	Available 06.00 to 23.00
Early breakfast	Available From 06.00

Early breakfast and the last few hours of the evening meal time is likely to be of a restricted nature. A late evening meal is only available to those working the evening shift. Don't forget you need to use your own plate, bowl, mug, cutlery and tea towel.



Staff Recreation Complex

The staff facilities are located in one corner of the Staff Sub Camp and are open between 08.00 – 23.00, specifically only open to staff from 19.00. A large garden will be central to the complex and will include the main Entertainment Marquee, the Staff Department Team Office, a Comforts Area, and a Games and Family Room. The Games Room will contain pool, air hockey and table football tables and will also be our Family area.

The Rescue Centre will also include one of the two bars found on the Jamboree site and will serve soft drinks as well as beers, wines and ciders between 19.30 & 23.00. Free tea, coffee and squash will be available all day everyday within the Comforts Area and under 10 children

of staff volunteers will be permitted into the Staff Recreation Complex. Staff Support Leaders will not have access to the Rescue Centre after 19.00. A second bar will be located in the Market Square and will be open to anyone over the age of 18. Under 10s will be permitted into the family area when accompanied by their parents.

Taking Down The Jamboree

If you want to extend your stay at Jamboree and are happy to help lend a hand to return the site to green fields then please come forward and volunteer at the Staff Office.

Awards

If you are attending the Jamboree, including the Build and Takedown, to fulfill any requirement for any award and require confirmation, please come and see the Staff Office located within the Staff Recreation Complex during the week to pick up a confirmation letter to confirm you attended the Jamboree as a Staff Volunteer.

Saturdays

On the arrival and departures day your department might not require you. On these days a number of extra tasks need to be undertaken to prepare and take down the Jamboree. If this applies to you please help by volunteering your time at the Staff Office.

Job Shop

If you like to keep busy and are willing to volunteer for additional tasks during the event please drop into the Job Shop at the Staff Rescue Centre in the Staff Sub Camp and volunteer your spare time.

Car Park Passes

Your car park identity pass should be completed and left on view in the windscreen of any vehicle that will be remain in the Jamboree Car Park. Please photocopy as necessary. Extra copies will be available at the Help Desk.

Global Explorer Award

All staff along with the Group Leaders and participants will be able to take part in the Global Explorer programme and achieve the Global Explorer Award. This will involve taking part in activities in the International Plaza and activities.

Where To Find Your

Head of Department

With an event the size of the Jamboree it can be very difficult to find who you need. Although it's likely they will be out and about around the event you are more likely to find your head of department in the following locations or this is somewhere you will be able to leave them a message:

David Cohen

Activities

Activities Office, Activities Field

Joe Bird

Security

Security Office, Activities Field

Darren Bretton

International

Rainforest Retreat, International Plaza

Graham Chandler

Health & Safety

Peace & Quiet Zone, Market Square

Mike Cook

Site Services

Site Office, Staff Sub Camp

Nigel Hills / Cath Austin

Entertainments

Entertainments Office, Market Square

Steve Taylor

Sub Camps

Staff Sub Camp Office, Staff Sub Camp

Jacqui Archard

Staff

Staff Sub Camp Office, Staff Sub Camp

Tony/Norma Groom

Retail

Jamart, Market Square

Rob Lyon

Welfare Department

Peace & Quiet Zone, Market Square

Justin Mullender

Marketing & Communications

Media Centre, Market Square

Activities for Staff

Tuesday night will be an opportunity for staff to spend an evening of time on some of the activities. Further details will be published around the site and on Thursday evening the It's A Knockout team will host an evening for departments to compete. Each Department will be able to put in a team which, will be guided through the activity by a staff member through a number of scored team games. In-between the games are an opportunity to go wild to the music - lots of dancing and letting your hair down.

Jamboree Passes

The Jamboree pass must be worn at all times, unless they need to be removed by an activity instructor for safety reasons.

Each Jamboree pass is colour coded to denote either an age limit or participation.

ORANGE - 18 and over Leaders

BLUE - 18 & over Staff

YELLOW - 16 & 17 year old Staff

RED - 16 – 17 year old Participants

LILAC - 10 – 15 year old Participants

GREEN - Under 10s

The yellow spot on a pass is a medical indicator and is coded:

A Asthmatic

D Diabetic

E Epileptic

S Anaphylactic Shock (e.g. nut allergy, bee sting allergy, etc)

A blank yellow dot indicates another serious medical condition.

Exit Passes

An exit pass is provided with every Jamboree pass and allows the security team to know who is on site. Exit passes will be requested when leaving site and given back when returning to site. Unfortunately you will not be able to leave the site without one so please keep it safe.

PAT Testing

There isn't any electric supply generally available to staff and participants but if your team is using electrical equipment please ensure it is portable appliance tested (PAT) prior to connection into the site electrical distribution system. This includes, PCs and monitor leads, extension leads, kettles, microwaves & fridges.



Rescue Centre Entertainments

The programme for staff entertainments varies in style from night to night.

Saturday – Opening Ceremony

Following the Opening ceremony, in uniform, the Staff Recreation Complex will open. The staff entertainment will be a disco until 23.00

Sunday – Quiz Night

The staff entertainments area will turn into a zone for the brainy or maybe the brave! A quiz night is being held, starting at 21.00. There will be an interlude when the resident house band will entertain you while you rest your weary brains before the second half of the quiz.

Jamboree Health Forms

Everyone at the Jamboree has been required to complete 3 copies of the Jamboree Health Form. As you arrive at the Jamboree please ensure that you distribute the copies as follows;

Copy 1 – Personal Copy - Needs to be retained by you.

Copy 2 – Administration Copy - Needs to be put in an envelope marked with your booking reference and Game Reserve Sub Camp and handed into the Staff Office on arrival.

Copy 3 – Medical Team Copy - Needs to be put in an envelope marked with your booking reference and Game Reserve Sub Camp and be handed into Staff Office on arrival. This is for the medical team.

Please ensure that you have used the version downloaded from the Jamboree website as previous event versions contain less information. If you require additional paper copies please ask at the Help Desk located in the Market Square.

Monday – Live Night

For those of you that like to dress up, this is your first chance – well if you want to dress up before now you are quite welcome but there is no official reason to! Monday is jive night. Put on your Rock 'n Roll outfit and dance the night away. There will be a jive teacher and a number of people there to help you try your dance moves out. The night starts at 20.30 and finishes at 23.00.

Tuesday / Wednesday - Acoustic Bar

For both these nights the venue becomes an acoustic bar where a number of performers will play acoustic sets for you.

Thursday – School Days

Another opportunity for you to dress up – Tonight go back in time to your school days and find that uniform. Please no rival school punch ups, or snogging behind the bike sheds!

Friday – Closing Ceremony

The Closing Ceremony starts following Sub Camps being led into the Market Square from 19.30. The ceremony is on a carnival theme, so please wear either carnival clothes or your department colour or T-shirt. The Ceremony will then continue in the Market Square as a party, finishing with fireworks at 23.00.

The Staff Recreation Complex will be closed until the first part of the Closing Ceremony has finished.. Staff are welcome to stay and party in the Market Square along side the young people. Remember, we have tomorrow night still left to go!

Saturday – Barn Dance

This is your last chance to dress up – cowboy hats and boots, jeans and check shirts are needed tonight. The evening kicks off with a hog roast. A live band and caller will help you enjoy an evening of barn dancing playing from 20.00 to 23.30. Special diets will also be catered for.

recycle for Jamboree

Have you made plans to recycle in your camping area? To assist people to prepare, we have provided everyone with a four step action plan to ensure that the Jamboree contributes to the ecology of the planet by helping to reduce landfill dumping through recycling.

Step One – Wash & Squash

Food packaging like tins, cans and plastic containers require cleaning before recycling so use your old washing up water and give them a quick rinse.

Step Two – Sort & Store

At your Group campsite, find a place to store your recycling in your camping area. A number of bins or bags could be used to keep items separate.

Step Three - Deposit

Take your recycled items to the recycle points located around the Jamboree site.

Step Four - Encourage

Try and encourage everyone in your camping area, Sub Camp or around the site to think whether items can be reused or recycled before they're thrown away.



orange coloured sign



aqua coloured sign



blue coloured sign



grey coloured sign



red coloured sign



grey coloured sign

Sub Camps

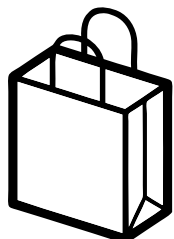
A Jamboree provides the ideal opportunity to live together as an international family of Guiding and Scouting and your Sub Camp is one of 11 sub-divided areas of the site that will hold a mixture of around 800 UK and International Scouts and Guides.

Each of the participant Sub Camps is named after an animal that is at danger in the world including Aardvark, Amur Tiger, Canadian Wolf, Elephant, Humboldt Penguin, Komodo Dragon, Lemur, Orangutan, Pygmy Hippo and Red Panda. All the animals can be found at the nearby Colchester Zoo and each Sub Camp has become involved in the zoo's adoption scheme as a lasting legacy of the event.

Jamboree Open Day

On Wednesday 30 July the Jamboree site will welcome Guide and Scout Groups and their families to experience the International adventure of a Jamboree. The Jamboree Open Day will be open between 10.00 and 17.30 and as well as the activities on site there will be additional events and a performance at the end of the day. The price is £5 per person and wristbands will be available on the gate on the day. Under 5s are free.

Around The Market Square



Jamart

The Jamboree market (Jamart) will sell a full range of souvenirs, novelties, sweets and drinks and will be open between 09.00 to 14.00 and 16.00 to 22.00. Retail outlets inside will include a Guide Shop, Scout Shop, Badge Shop, Jamboree Souvenirs Shop, Newspapers, Confectionary, Drinks, Postcards and Stamps, Gas Orders, Toys, Corporate Clothing and a small selection of emergency items plus the opportunity to re-freeze ice blocks. Ice Creams will be available across the site



Bank of Chrysalis

Located on the Market Square, the bank will be open 08.30 - 13.30 in the morning and 16.00 - 18.00 in the afternoon. Services will include the cashing of personal cheques, Group cheques and sterling travellers cheques (upper limits apply) plus the exchange of currency and the safe custody service for passports through the issue of receipts. There are no credit/debit card facilities and no cash machines at the Jamboree.



The Oasis Bar

The Oasis Bar is the Leaders bar and will be open between 19:00 and 22:30 in the Market Square. It will be a quiet bar selling real ales, lager and wine as well as soft. Opening times will vary during the days of the Opening and Closing ceremonies. The bar will be open to anyone over the age of 18. Under 10s will be permitted into the family area when accompanied by their parents.



Dino's Fast Food

Dino's, the Jamboree fast food outlet will be found in the Market Square and offers a varied menu including a salad bar, daily specials and fast food including jacket potatoes, hot dogs, burgers, chips and a variety of drinks. The outlet will be open between 10.00 and 22.30.



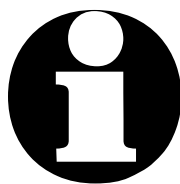
Cinema

The Jamboree full size cinema provides the chance to chill out and watch a U or PG film. Popcorn, sweets, soft drinks and other snacks will also be available to buy.



Dairy Room

Daisy the Dairy room is a Big Brother inspired diary room. Daisy will be open throughout the day and evening.



Help Desk

If you ever have a question or need help finding information about activities, events and amenities at the Jamboree you will be able to visit the Help Desk which is located on the Market Square. The Help Desk will be open between 08.00 and 20.00.

Lost Property

Please remember to name all your belongings. Should you lose anything the Help Desk team hope to reunite any lost property. Please drop in if you find or lose an item. When you return home you can also email the team to claim your belongings lostproperty@essexscouts.org.uk.



Peace & Quiet Zone

Whilst at the Jamboree you will have fun, make new friends and take part in all sorts of activities. Sometimes, however, you might need a quiet place, someone you can talk to, or maybe just a time and place to relax or pray. The Peace & Quiet Zone is open 08.00 to 23.00.



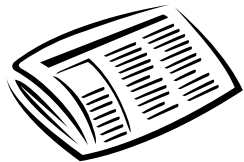
Jungle Cafe

Located on the Market Square, the Jamboree coffee shop will be a quiet oasis open between 08.00 until 22.30 serving espresso, latte, cappuccino, americano, hot chocolate, tea, fizzy drinks, fresh fruit juice, panini, toasties, sausage roll (hot or cold), waffles, cakes and pastries which can be served take away or with a china mug and plate in Jungle Cafe.



Community Guests

It's reassuring to know that so many members of the local community support the work of Scouting and Guiding. The Guest Hospitality team will ensure that influential members of the local community get immersed in the Jamboree programme and get the chance to pledge their support to our organisations into the future.



Media Centre

The Media Centre is open between 09.00 and 21.00 and is home to the Planet

Essex newspaper, Jungle Radio, the Jamboree website, the photography and video teams and to the Youth Media team.

Planet Essex Newspaper

During the whole week 'Planet Essex', the Jamboree newspaper will be available every morning from your Sub Camp or the Masai Mara Mess. The newspaper will share stories and provide updates, photos, competitions and event notices on the fun and adventure taking part across the site.



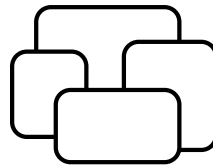
Jungle Radio

A radio station will be broadcasting through the internet and though the internal network live from the

Jamboree site. Listen in at various locations around the site across the Market Square and in the Sub Camps. The team are taking song and message requests in person at the Media Centre reception plus giving participants the opportunity to put together a short radio show together. The station is here to entertain but to inform and keep everyone updated around the site. The team is also interested to hear from international Groups who have brought samples of favourite contemporary or cultural music, which can be played during the week.

Jamboree Website

Everyone at home will be able to see the event unfolding on the Jamboree website which will include photos, webcams and articles about the event. After the event you will be able to take a look at the Jamboree photo galleries, complete a feedback survey, leave your details for information about the next event or chat with new friends on the online forums.



Youth Media

The Youth Media team aims to support young reporters to tell people about the Jamboree experience through writing stories about their activities, to be published in the Jamboree newspaper and on the website. Enthusiastic Scouts and Guides will have access to help and resources for writing their stories as well as the opportunity to see other areas of media such as TV and radio in action.



Media Store & Group Photos

The Media Store will be open on the Market Square between 09.00 and 21.00 during the Jamboree week to purchase framed photos or to pre-order your copy of the event DVD and bound sets of newspapers. The Photography team will be out and about during the week taking photos of the event and are available during the week to take photos of your Department, your Team or maybe your new Jamboree friends. A 50p discount per photo is available to anyone booking an appointment and paying for a group photo in advance before Sunday night. Appointments require a time, date and location.



Peace & Quiet Zone

Whilst at the Jamboree you will have fun, make new friends and take part in all sorts of activities. Sometimes, however, you might need a quiet place, someone you can talk to, or maybe just a time and place to relax or pray. We understand that feeling which is why we have provided the Peace & Quiet zone in the Market Square. The Zone consists of a tent staffed by the P&Q Team, who will listen to you and do their best to assist you. The Peace & Quiet Zone will be open from 08.00 to 23.00 each day. The P&Q Team will be a group of friendly people who are there just for you! They are happy to just listen, but they can also help you with your problems and offer you advice. Everything you say will be in private and they won't judge you or make fun of you. The P&Q Service will be available to everyone at the Jamboree, participant, Leader or staff, so go and see them if you need a break, a chat or some help. The P&Q Team will also be out and about around the site, look out for them in their aqua polo shirts.

Scheduled Worship

A morning worship will be led by the P&Q team at 07.30 every morning from Sunday and evening worship at 19.30 will be led by Rev Susan, a Sikh team and a Muslim team during the week.

Safeguarding of Adults and Young People

The Scout Association's 'Young People First' (The Yellow Card) and Girlguiding UK's Safe from Harm code of good practice must be adhered to during the Jamboree. All adults at the Jamboree have a responsibility to ensure that young people are protected from harm. It will be the responsibility of each adult to ensure that:

- their behaviour is appropriate at all times
- they observe the rules established for the safety and security of young people
- they follow the procedures following suspicion, disclosure or allegation of child abuse
- they recognise the position of trust in which they have been placed; and
- in every respect, the relationships they form with young people in their care are appropriate
- the welfare of all young people is safeguarded
- they avoid compromising situations or opportunities for misunderstandings or allegations

The code of practice summarised above is there to protect both Young People and Adults so that all can experience the challenge and adventure of the Jamboree in the most positive way possible. If you wish to discuss any aspect of the Safeguarding policy please contact the Safeguarding Team or any member of the P&Q Team.

What about Sex?

Attitudes to sex vary greatly in different societies and cultures around the world. There are a few things that you need to remember:-

In the UK it is illegal for someone to have sexual intercourse with anybody under 16, even if they are willing. As an adult (over 18 years old) at a Scout/Guide event in the UK, a relationship with a person under 18 could be

viewed as a "breach of trust" and even result in criminal proceedings. You are in a responsible role and a position of trust.

In the UK, those aged 18 years or older are free to live according to their own personal, cultural or religious beliefs. This involves taking into account the views, and wishes, of other people. You should never feel pressurised to do anything you do not want to do and always be respectful of other people's beliefs, be they religious or otherwise.

Having a sexual relationship is not without risk and it is important that you and your Group members are aware of the hazards. The Medical Team or the P&Q Team can provide advice and support on all these matters to everyone, confidentially. Further support can be obtained from the Peace & Quiet Zone in the Market Square or the Medical Centre.

Training Opportunities

Want to catch up on some training? Want to learn some new skills and knowledge? Want to refresh your knowledge on a subject that will help you work with young people, but struggle to find the time?

Training sessions are available during the Jamboree and are planned for both Scouting and Guiding volunteers. All sessions are open to any Leader, Young Leader or adult on site, whether they are there as staff or with a Group. Sessions can be booked through the Help Desk and cover the following subjects - Leading Young People, Finance, Safe Activities, Challenging Behaviour in Young People, 1st Response (Full Course) Part One of Two, 1st Response (Refresher), International Activities, Media, 1st Response (Full Course) Part Two of Two, Young People in a Diverse Society, Bullying, Administration, Fundamentals of Scouting, Nights Away, Young People Today, Assessing Learning (Scouting Specific) and an Air and Share Session.

Jamboree Do's & Don'ts

Welfare

All adults must adhere to the Girlguiding UK 'Safe from Harm' and The Scout Association Child Protection Policy - Young People First (Yellow Card) procedures at all times.

Lights out and silence from 00.00 to 06.30. It is the responsibility of Group Leaders to ensure that all their members are in their camp between these times.

Drinking of alcohol by under 18s is not permitted under any circumstances during the Jamboree. Any young person found under the influence of alcohol or in possession of alcohol may be sent home at their own cost.

When on duty or responsible for young people, adults should not consume alcohol. Over 18s should not consume alcohol in the presence of under 18s and where possible should only consume alcohol in area not accessible to under 18s. It is not permitted to walk around site with any alcohol. There will be a Leaders' bar available for over 18s only. Alcohol must not be consumed between 06.00 and 18.00.

Smoking is to be discouraged, especially in the presence of under 18s and needs to be kept to designated areas where people are requested to keep these areas tidy and free of litter.

Anyone aged 18 or over found to be supplying alcohol to any person under 18 at any time will be referred to the Welfare department for initial investigation and may incur a penalty which could be their removal from site at their own expense.

The use of illegal drugs (as stipulated by UK law) is not permitted. Anyone found in possession of illegal drug substances will be dealt with in an appropriate manner and will be sent home at their own cost.

Swearing and bad language is not acceptable. Persistent poor behaviour of any person at the Jamboree will result in them being sent home at their own cost.

There are separate shower blocks for over and under 18s which must be used correctly.

Under 10s must be escorted at all times by a responsible person. They will not be permitted in the main entertainment zone, however they will be allowed in the cinema if accompanied

Medical

First Aid incidents should be reported to and dealt with by the Group Leader, Sub Camp staff or activities staff. If further assistance is required please contact the Medical Centre. All accidents /injuries must be reported to the Sub Camp team and/or Medical centre.

If you have any concerns about the health of a participant please contact the Medical Centre for advice.

Where possible, all medical 999 calls are to be made by the Medical Centre - if not, Medical Centre and Security must be notified as soon as the call has been made.

Group Leaders must make their Sub Camp team aware of any oxygen cylinders required for medical reasons. The Sub Camp team will be responsible of advising the security and safety of the location of oxygen cylinders.

Security

Essex International Jamboree scarves and Jamboree passes must be worn at all times; this is for security reasons. Participants may however be asked to remove these items when taking part in particular activities for safety reasons. All those at the Jamboree have a responsibility to be vigilant of people on site not wearing id passes and scarves.

Exit passes must be left at the security gate when going off site. If you do not have an Exit pass you will not be allowed to leave. Participants may only leave site with permission of their Group Leader or as part of an organised activity. Under 16s must be accompanied by an over 18 when leaving site. Uniform must be worn to and from site, including day visits, unless instructed not to.

The sea wall, staff Sub Camp and car parks are out of bounds for participants. The activities field will be out of bounds to participants between 18.00 and 8.00. The Market Square will be out of bounds from 00.00 to 06.30.

Any suspicious incidents should be reported to Sub Camp staff or the Jamboree security team.

Safety

All cyclists including adults and staff must wear helmets. Bicycles must have lights if used at night.

No private vehicles will be allowed on site between 18:00 on Saturday 26 July and 08:00 on Saturday 2 August. All vehicles must be moved to the car park during this time and must display a vehicle pass. The only vehicles on site will be those authorised for use by the support teams, please ensure you keep out of their way. The speed limit will be 5mph.

All sports and activity equipment must be used with adult (over 18) supervision.

The carrying or wearing of pen knives, sheath knives or similar is not permitted. Axes are not permitted on site.

All designated roadways to be kept clear at all times.

Fire Safety

No open fires, charcoal BBQs, piercable gas cartridge cookers/lights or liquid fuel appliances are permitted for safety reasons. All cooking must be done using gas and each Group is responsible for ensuring that they have appropriate fire safety equipment (fire blanket & fire extinguisher).

Cooking and flame lighting appliances should not be used in small tents. Cylinders must always be replaced in the open air. When used in large tents appliances must be positioned away from wall and roof surfaces, away from other combustibles, out of draughts and where they cannot be knocked over

Flammable liquids and LPG (Gas) cylinders should be kept outside tents, in a designated area. The number of spare gas cylinders for cooking is to be kept to a minimum (i.e. maximum 2 spares).

To reduce the risk of fires the rules should be followed:

- No candles in Sub Camp areas
- No smoking in tents. There will be designated smoking areas.
- Litter and combustibles should not be allowed to accumulate in your camping area.
- No naked flames near gas bottles or pipework.

If there is a smell of gas turn off all gas appliances and extinguish any other fire sources and call Site Services.

Where possible, all Fire and Rescue 999 calls are to be made by Security Team - if not, Security must be notified as soon as the call has been made.

Site

All litter and recycling must be placed in the appropriate bins, which will be provided. Rubbish sacks will be supplied by site services for litter within the Sub Camps and you will be notified of where to dispose of these.

Water is a precious commodity; please ensure you and your Group use it carefully. Waste water drums will be located in each Sub Camp, please ensure that there is sufficient room in the drum prior to using it to avoid spillage.

Please keep the toilets clean and tidy. Water in the toilet blocks is not drinking water. Personal washing should take place in your own Sub Camp, not in the toilet blocks. Please ensure you keep the area around the toilet blocks clear to allow easy access by the Site Services vehicles.

Generators are not permissible and there will be no electricity generally available.

There are no facilities for charging electrical items including mobile phones, MP3 players etc. We recommend that these are left at home.

Radios and televisions should be used with due consideration to other campers.

No vehicles to be parked in the camping areas.

All activities and events will be run in accordance with the Scout Association Policy, Organisation & Rules (POR) and/or Girlguiding UK Guiding Manual and Handbook.

The organisers accept no responsibility for any loss or damage to vehicles, equipment, personal property or personal injury for the duration of the camp.

Contact With Home

Phone

Twenty public phones will be available across the Jamboree site and will only take £1, 50p, 20p and 10p coins (this means they won't take £2, 5p, 2p and 1p coins). The phones will provide no change or refunds and do not include follow on call facilities, reverse charging or incoming calls.

Although there will be no facility to leave mobile phones for charging, a solar based facility will be available where you may stand and use your phone while using the green power of the sun. The emergency Jamboree phone number is 01255 675387 and will be manned 24 hours during the Jamboree. Any incoming callers will need to know the persons name and Sub Camp.

Internet

.net@jamboree, the Jamboree internet facility situated in the Market Square has a number of computers with internet access and is available to all between 09.00 and 21.00. You may send an email home, view the latest updates on the Jamboree website or come in and see what is going on in the outside world.

Post

Stamps and posting facilities are available in the Jamart, open between 09.00 to 14.00 and 16.00 to 22.00.

Post can be received on Jamboree using the following address;

<Staff Name>

Game Reserve

Essex International Jamboree 2008

Devereux Farm

Walton Road

Kirby-le-Soken

Frinton-On-Sea

Essex, CO13 0DA

What Are The Participants Doing?

Participant Activities

The activity programme will be exciting, varied and full of adventure. From climbing and abseiling on the specially constructed tower to taking part in the hugely popular "It's A Knockout" competition, there will be plenty to do. Spread over five days participants will have the chance to take part in a wide variety of activities from archery, canoeing, abseiling, air rifles, incident challenge, climbing, sailing, day visits, crafts and a whole host more. The programme will be separated into a number of distinct activity areas:

Challenge Activities

There is a whole choice of challenging activities from a whole host of different on-site activities such as assault course, abseiling, climbing, archery, air rifles, laser clays, go karts, quad bikes, Crystal Maze, unknown maze, mountain bikes, and more! Challenge activities are open from 09.30-12.30 and then 14.00-17.00.

Arena Activities

Taking place in the centre of the huge activities field, participants can have a go at as many of these smaller-scale activities, as they like. Zones include sports, inflatable's, wet and wild, radio communications, pioneering and crafts. Arena activities are open from 09.30-12.30 and then 14.00-17.00.

Water Activities

Based off-site (with the exception of canoeing) participants will have the opportunity to take part in some more adventurous activities, or have a go at a water activity such as kayaking, sailing, swimming, rafting or power boating. Water activities will last only part of the day giving participants the ideal opportunity to relax on the Sub Camp or visit the Market Square.

Day Visit / Eco Experience Essex

This will be an opportunity for participants to take a trip to see one of the local attraction or take part in the Jamboree's own conservation project, Eco Experience Essex where days off site will include wildlife gardening, path clearance, grassland management and fun activities like orienteering, guided walks and pond dipping with Essex Wildlife Trust.

Incident Challenge

This activity will help participants see the site and meet new friends on the way. In small teams they will make their way to bases around the site and take part in a variety of team challenges that will tax, challenge and entertain. The incident challenge is open from 09.30-12.30 and then 14.00-17.00.

It's A Knockout

Each Sub Camp will have an opportunity to have a huge It's A Knockout competition during the Jamboree. Each Sub Camp will split into teams and will be guided through the activity by a staff member through a number of scored team games.

Activity Safety

All activities and events will be run in accordance with the Scout Association Policy, Organisation & Rules (POR) and/or Girlguiding UK Guiding Manual and Handbook.

International Plaza

Visit the International Plaza, home to the flags of the participating nations and zones denoting a number of areas reflecting the world around us and to undertake the Global Explorer Award.



Global Development Zone

In this zone, new to the Essex International Jamboree, participants will be able to join one of six workshops and learn more about some of the major ethical issues around the world.



World Culture Zone

In this zone there will be six tents all hosting a Guiding and Scouting region of the world, with simple activities that reflect the culture and tradition of some of the countries within that region. Participants may be working on Dot Art as found in the aboriginal traditions of Australia or on Native American creativity in North American totem poles. There will also be an area to celebrate some of the customs of your hosts.



World Faith Zone

Six Faith Tents will enable participants to take part in different activities based around the major faiths of the World.



Rainforest Retreat

Drop in to our fairtrade cafe serving ethically sourced drinks and snacks and enjoy some international games in the set aside area. In the evening there will be Dreamtime, a story telling session for all sharing some of the myths and legends from around the World.



Share The World

The unique atmosphere of a Jamboree is generated by the variety of participants from around the world. We can all share this global experience by taking part in a number of areas under the theme of "Share The World".



Participant Entertainment

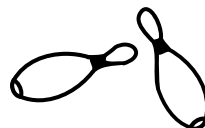
An action packed week of entertainments is planned to occupy all tastes during Jamboree week.

Opening Ceremony

On the first day the Sub Camps will be led to the Market Square from 19.30 for an evening of celebration and the start of the Jamboree week. The Jamboree house band and orange coats will entertain us all until the main ceremony starts at 20.30. The entertainment venues will open once the ceremony has finished and the party continues until bedtime.

Daily Entertainments

The participant evening entertainment kicks off daily from Sunday at 19.30 on the main outdoor stage in the Market Square with live entertainment. Meanwhile the Live Tent opens at 20.30 with three or more bands performing nightly. The Dance Tent will also open at 20.30 each night with a disco and theme. Between the Live and Dance Tents you will find the Soft Rock Café. After a fun packed evening the entertainments in the Market Square will close between 22.30 and 22.45.



Street Entertainers

A team of street entertainers will perform nightly in the arena in the middle of the Market Square. You can also join in and try your skills at juggling.

Themed Nights

A series of themed nights will be running through during Jamboree week for participants. Monday is Beach Party night, Tuesday is Trash Night where participants can come dressed in recycled objects, Wednesday is International Costume night, Thursday is Polar Night where the dress code is white clothing and Friday is carnival night with your Sub Camp.

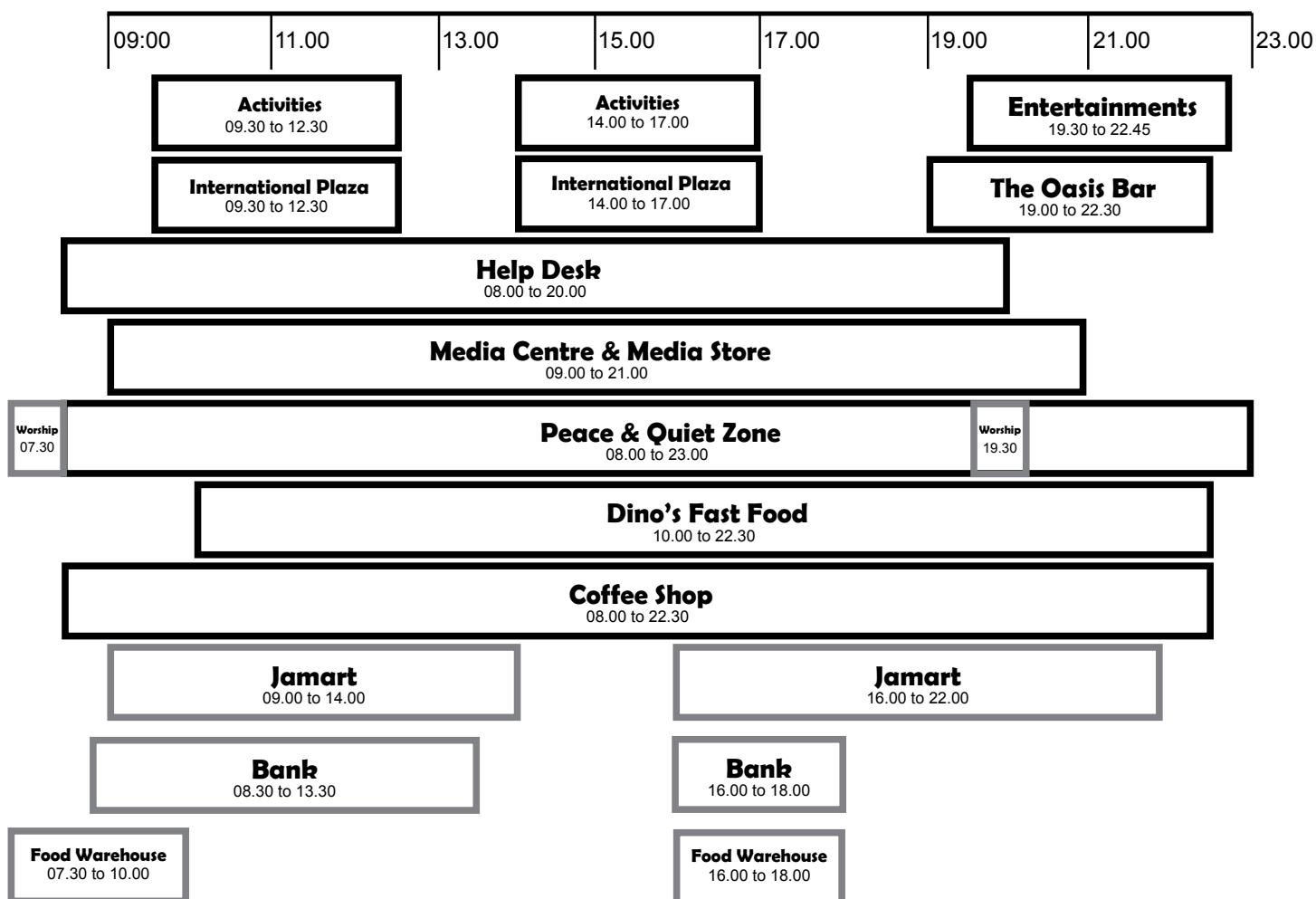
Talent Show

During the week, each participant Sub Camp will host a talent show audition where the best acts will be put forward for a main competition on Thursday evening.

Closing Ceremony

Sub Camps will depart their area for the Market Square at 19.30 on the Friday evening and will join the resident house band and orange coats until everyone has arrived and the carnival begins. The party will continue in the Market Square until the final part of the closing ceremony with a few words and a countdown to officially close the Jamboree before 23.00.

Example of the Daily Programme



www.eij.org.uk

Printed on 100% recycled pulp. After use, please recycle this handbook.