



# **ELEVATE26**

## **Event Handbook**

### **Berkshire Scouts Leadership & Activity Weekend**

**Scout Adventures Youlbury | 5-7 June 2026**

This handbook should be read before arrival and kept accessible during the event. Its purpose is to ensure that every adult attending understands how ELEVATE26 will operate, what is expected of leaders, how support systems work on site, and how to respond consistently if issues arise during the weekend.

## 1. Event Overview

ELEVATE26 is intended to strengthen youth leadership across Berkshire by bringing together young people who already hold, or are moving towards, leadership responsibilities in their troop. The event focuses on helping participants become more confident in decision-making, communication, delegation, and leading others under challenge.

The programme has been designed so that leadership learning happens through participation rather than classroom instruction. Activities, team scenarios, problem-solving tasks, and reflection periods all contribute to the weekend's purpose.

The event has been designed not simply as an activity camp, but as an opportunity for young people to return to their own troop with practical leadership skills that can immediately improve patrol operation and troop culture.

## 2. Event Leadership

The event will operate under a clearly defined leadership structure so that decisions can be made quickly and consistently throughout the weekend.

<b>Event Lead</b>	Simon Pickett	07772306394
<b>Event Deputy Lead</b>	Andrew Sutherland	07898112406
<b>Safeguarding and Welfare Lead</b>	Ian May	07368837430
<b>First Aid Lead</b>	Nick Chapman	07920165745
<b>Catering Lead</b>	Phill Wood	n/a
<b>Youlbury Camp</b>	Duty Manager	07811039738
<b>Team members</b>	Annick Tremblay, Kirsty Aldridge, Sarah Dunnett, Alan Lewis, Loz Marchant, Gareth Evans, Malcolm Fillingham	n/a

Overall responsibility sits with the Event Lead, who retains responsibility for safety, safeguarding, major operational decisions, and emergency response. The Deputy Event Lead supports this role and will take responsibility for programme, movement across site, and volunteer deployment depending on the needs of the day.

Different areas of the site and programme will be supervised by zone leads. These adults will oversee activity spaces, transition points, catering, etc.

A Welfare Lead and First Aid Lead will be present throughout the weekend. Their purpose is to support situations that go beyond normal troop-level supervision, particularly where young people are struggling emotionally, becoming overtired, feeling unwell, or needing additional support to remain engaged with the weekend.

The role of adults attending the event is essential to making this successful. While the county team will lead the programme itself, troop leaders remain responsible for the welfare, supervision, and support of their own Scouts throughout the weekend. Adults should understand that this event works best when young people are allowed to make decisions, solve problems and experience responsibility directly, while adults remain present, and ready to intervene only when necessary for safety, welfare, or safeguarding.

### 3. Leadership Expectations for Adults

*(NB If you are an adult attending the event as part of the delivery team only (i.e you are not bringing any scouts), you will be issued with a briefing on your role by one of the event leadership team beforehand).*

Troop leaders remain responsible for the welfare of their own Scouts throughout the event. County programme staff will lead scheduled activities, but troop leaders retain responsibility for behaviour, medication, emotional support, and accountability.

Adults should maintain a visible but measured presence. The strongest support often comes from staying nearby, observing carefully and only stepping in when safety, safeguarding or welfare concerns require it.

Leaders are expected to support the event by helping young people move promptly, keeping campsites organised, completing headcounts and reporting concerns early.

Adults will be assigned additional operational roles such as catering support, zone support or logistics, these responsibilities should be balanced carefully alongside troop supervision. Adults will be issued with a timetable for which tasks they are being asked to support, and when.

ELEVATE26 will be run in accordance with the rules and guidance issued by the Scouts in all respects, including in relation to the use and/or consumption of alcohol, drugs, and smoking. This means that:

- ✓ ELEVATE26 has a **zero-tolerance** policy towards the possession or use of any illegal drugs.
- ✓ All adults must follow the rules as per the [“Green Card” Scouting and alcohol.](#)
- ✓ If you are responsible for young people, you must not drink alcohol.

- ✓ Smoking (including the use of e-cigarettes) must not happen where under 18s are present.
- ✓ Adults must remember that their primary responsibility is the safety of themselves and the participants. Drinking alcohol can put adults in a compromising position regarding their responsibilities for safeguarding and their duty of care.
- ✓ Under 18s must not consume alcohol or smoke under any circumstances

## 4. Before Arrival – Preparing Your Troop

Good preparation before arrival has a direct impact on how smoothly the weekend goes.

Parents and scouts should be given clear expectations about the nature of the event. It should be explained that ELEVATE26 is not a standard troop camp and that young people are attending because they are expected to take responsibility, engage with others, and challenge themselves. Families should also understand that while activities are part of the weekend, the focus is leadership development rather than entertainment alone.

Before travelling, leaders should review their group dynamics. This includes considering tent arrangements, friendship dynamics, young people who may struggle with confidence, and anyone attending who may need additional encouragement during unfamiliar group work.



## 5. Online Scout Manager (OSM)

The event will use OSM for Emergency contacts, dietary requirements, medical conditions, medication arrangements, and photo permissions. Data must therefore be accurate and up to date.

## 6. Approvals / Nights Away Permits / Risk Assessments

The County Team will submit the required Nights Away Notification for the event. Simon Pickett will be the overall Nights Away Permit Holder for the event. Where Troops also have a Nights Away Permit Holder travelling with them, the camp permit holder may ask them to retain oversight of their camping area.

Risk assessments will be completed for the camp as part of the approval process, but these assessments will only cover the period from arrival at Youlbury to departure. Troop leaders should consider the risks associated with travel to and from the event.

The event risk assessments will be shared with adults before the camp.

## 7. Arrival and Registration

- Leave the A34 from either the north or south direction at the junction of the A4074. Follow the signs for 'Scout Camp' on to the A4138, Hinksey Hill.
- At the top of the hill, turn right across the carriageway into Foxcombe Road.
- Just after the Care Home, turn right into Berkley Road.
- When you pass the Open University site, keep straight ahead to The Ridgeway. (This road is unsuitable for very large vehicles such as high liner coaches).
- Keep on The Ridgeway until you come to a crossroads and follow the sign to Scout Adventures Youlbury and then to reception.

Please note there is no access to Youlbury through Wootton Village.

Scout   
Adventures  
Youlbury

Boars Hill  
Oxford  
OX1 5HD

Tel: 1865 326264

Troops should arrive between 6-8pm on Friday.

Arrival at site needs to be calm, organised, and efficient because large numbers of participants arriving at once can quickly create congestion. Troops should aim to arrive within their allocated window once final timings are issued by the county team. Please encourage lift sharing to minimise the number of vehicles in use.

Troops are requested to advise the camp team of their transport arrangements prior to the camp (e.g. minibus, cars, coach, etc and estimated arrival time

Arrivals are via gate 1 (see map in Appendix 1). There will be limited parking available for leaders, and you will be directed to this by our car park managers. However, any parents dropping off will be asked to 'drop and go' as there is no capacity for them to park. A one-way system will operate, and exit will be via gate 2.

The roads leading to Youlbury are narrow in places and so we have suggested a one-way system in Appendix 2 that we request you to use.

When you have your troop members, one adult should report immediately to registration while the rest of the group remains together. The registration team will confirm attendance, campsite allocation, wristbands, welcome packs, and any final event instructions. If any participant information has changed since booking, including medication, illness, or late withdrawal, that must be reported at registration before the troop moves into camp.

Once registered, troops will be directed to their allocated camping area and begin setting up tents. Vehicle movement should be kept to the minimum necessary, and once unloading is complete, vehicles should be moved promptly to the designated parking areas to keep access routes clear.

Wrist bands should be worn at all times, and scouts will also be issued with an event passport on which they can record their progress.

## 8. Camping Arrangements

A plan of Youlbury campsite is attached as Appendix 1

We do not have exclusive use of the site and so we must be mindful of other campers. Our allocated areas are:

- ✓ Berts, Chilswell, Triangle and Lawn
- ✓ ELEVATE26 camp HQ will be in the Centenary Hut.

Camping arrangements have been planned to allow troops and districts to remain together while still integrating into the wider event environment. This gives young people enough familiarity to feel secure while still encouraging wider county interaction. Separate adult camping may be used depending on final site layout, but troop leaders must remain immediately available when needed.

Leaders should check that tents are safely pitched, guy lines are visible, walkways remain clear and no hazards have been created around entrances or communal areas. Attention should be given to keeping personal kit tidy because poor campsite organisation quickly creates both trip hazards and lost property issues.

The site has separate adult and young people toilets and showers. Leaders should make sure young people understand where facilities are located early in the weekend, particularly for evening routines and overnight access.

Quiet hours (from 10.30pm) should be respected because tiredness affects both behaviour and participation the following day. A calm campsite by the end of the evening is a key factor in keeping the programme running well.



## 9. Catering

The event will be centrally catered for scouts and adults. The catering team will provide:

*Friday:*

- ✓ Evening snack and hot drink (scouts should have eaten a full meal before arrival)
- ✓ An evening meal will be provided for volunteers forming part of the advance set up party.

*Saturday:*

- ✓ Breakfast
- ✓ Lunch
- ✓ Dinner
- ✓ Evening snack and hot drink

Sunday:

- ✓ Breakfast
- ✓ Lunch

Hot and cold drinks will be available throughout the camp.  
Plates, bowls, cups and cutlery will be provided.

## 10. What to bring

All participants should arrive prepared for a full outdoor residential weekend in early summer conditions. Although June often brings mild weather, conditions can change quickly, particularly overnight and during early morning activity periods, so young people should bring clothing suitable for both warm and wet conditions. Participants should bring:

- ✓ First Aid Kit (Leaders should ensure they have First Aid Kit suitable for dealing with minor injuries)
- ✓ Tent to share with at least one other scout.
- ✓ sleeping bag
- ✓ roll mat.
- ✓ pillow (optional but recommended)
- ✓ nightwear
- ✓ clothes for two full days
- ✓ spare warm layer
- ✓ waterproof coat
- ✓ suitable outdoor footwear
- ✓ spare socks
- ✓ wash kit
- ✓ towel
- ✓ Suncream
- ✓ refillable water bottle
- ✓ torch or head torch.
- ✓ medication if needed
- ✓ notebook and pen (optional)

Young people should not bring:

- ✓ valuable electronics
- ✓ unnecessary money (although there is a small gift shop on site)
- ✓ large amounts of snacks

## 11. Daily Routine and Programme

Scouts will be in 16 patrols of 12 for the weekend, with some people from their troop and with people from a mix of other troops. This is so they can meet new people and mix ideas across the County.

Ahead of the camp troops will be asked for input into patrol allocation. You will be emailed a list of how many places you have in each patrol, and we ask that you reply promptly with the names of who you want in each patrol.

Each day will follow a clear structure. Adults should expect an early start and should encourage young people to move efficiently through morning routines so that programme sessions begin on time. Delays at breakfast or slow campsite organisation can have a knock-on effect across multiple activity zones.

Adults should use natural breaks during the day to monitor wellbeing. Fatigue, hunger, dehydration, and social withdrawal often appear gradually rather than suddenly, so noticing early signs matters.

The programme team will lead activities, but all adults remain important in setting tone and encouraging engagement. Young people should be allowed to take responsibility for tasks, even if they do not complete them perfectly. Adults should avoid over-correcting unless safety is affected.

*A useful principle throughout the weekend is that adults should ask questions before giving solutions. Encouraging young people to think through their own next step usually creates stronger leadership growth than direct instruction.*

Where an activity becomes emotionally difficult rather than unsafe, adults should support persistence rather than rescue.

## 12. Headcounts / Missing Person

Headcounts are one of the most important responsibilities leaders hold during the weekend. Movement between areas should begin with a count and end with a count. This includes leaving camp, arriving at activities, entering meal queues, leaving meal areas, and returning to camp in the evening.

If a young person is not immediately accounted for, leaders should first check the immediate surroundings and confirm the count carefully rather than assuming error. If a Scout cannot be located quickly, camp HQ must be informed immediately. Searching should not begin informally without informing the event team, because coordinated response matters more than speed alone once a person is genuinely missing.

If a young person is believed to be missing, adults must not assume they are “probably nearby” without acting.

The first step is an immediate local check. This means checking toilets, nearby tents, immediate path routes and confirming the count carefully. If the Scout is not immediately located, camp HQ must be informed at once. At that stage, the event team may pause movement in nearby areas while a coordinated search begins.

A missing person response should be done in a calm manner. Adults should not spread out randomly without instruction because that creates confusion and poor accountability.

The adult who knows the missing young person best should remain available to provide:

- name
- troop
- last known location
- clothing description
- behaviour pattern

The rest of the troop should remain supervised and calm.

Most missing-person incidents at Scout events are resolved quickly, but early structured response matters enormously.

### **13. First Aid and Medicines**

Although central first aid support will be available throughout the weekend, troop leaders remain the first point of contact for minor issues (you should bring suitable first aid kits). This means small cuts, headaches, mild discomfort, and simple reassurance should usually be managed within the troop before escalation.

Where a problem goes beyond basic treatment, leaders should involve the first aid team without delay. Head injuries, repeated sickness, allergic reactions, breathing concerns, or anything that affects participation significantly should always be referred.

Medication remains the responsibility of troop leaders unless local arrangements specify otherwise. Adults must know exactly where medication is stored and how quickly emergency medication can be accessed. This is especially important during activity sessions when groups may be away from camp for prolonged periods.

All incidents that require first aid intervention should be properly recorded and advised to camp HQ.

## 14. Welfare Support

For some young people, the challenge of ELEVATE26 is not physical, but social and emotional. Some Scouts may find county-scale events tiring, unfamiliar or demanding in ways they do not expect. Leaders should therefore actively watch for quiet withdrawal, frustration, unusual silence, or reduced engagement.

Homesickness, tiredness, and confidence dips are usually manageable if addressed early. Often a short conversation, reassurance, rest break, or quiet encouragement is enough to help a young person reset and rejoin the programme successfully.

If a young person continues to struggle, the Welfare Lead should be informed so that additional support can be provided before the issue becomes larger. Several members of the ELEVATE26 team have attended Mental Health First Aid training.

## 15. Incidents

Most incidents during the weekend will be minor and managed at troop level. All incidents and near misses should be advised to the Event Leader Team. However, adults must be clear about when something moves beyond routine supervision.

If there is an injury, significant behavioural issue, safeguarding concern or serious emotional distress, the correct route is immediate escalation through the event lead or HQ. Delaying because of hopes the situation will settle can make later response harder.

Where emergency services are required, the Event Lead takes control of the response. Troop leaders should support by managing the wider group calmly and ensuring clear information is available.

When something unexpected happens, the first adult response often determines whether the situation remains minor or becomes disruptive. Adults should therefore use the same sequence every time an incident occurs.

- ✓ The first responsibility is always immediate safety. If someone is injured, distressed or in danger, the group should first be stabilised. This may mean moving others back, pausing activity, or reducing noise .
- ✓ Once immediate safety is secured, the adult closest to the situation should decide whether the issue remains manageable within troop supervision or requires event support.
  - If the issue affects only one young person and can be safely resolved quickly, troop leaders may manage it directly.
  - If the issue affects programme delivery, safety, welfare beyond routine reassurance, or requires medical input, event leads must be informed immediately.

Where there is uncertainty, adults should escalate early rather than late.

## 16. Safeguarding

All safeguarding concerns must be treated seriously and reported in line with scout procedures (yellow card). Adults should never attempt to investigate disclosures themselves or promise confidentiality beyond what safeguarding allows.

If a young person or adult says something concerning, leaders should listen calmly, avoid asking leading questions, and pass the information directly to the Safeguarding Lead or Event Lead as soon as possible.

The priority is always safe reporting, accurate recording, and appropriate escalation.

## 17. Behaviour Management

Because this is a leadership event, behaviour expectations will be deliberately high. Young people attending are representing their troop and district and are expected to model the standards associated with leadership.

Most issues should be managed quietly and proportionately by troop leaders. Often behaviour improves when expectations are restated clearly and privately. If behaviour begins to affect safety, disrupt sessions or undermine others' participation, the event team should be involved early rather than waiting for escalation.

Where a serious issue occurs, parents may need to be informed depending on the nature of the concern.

## 18. Weather and Contingency Procedures

Weather will not normally stop programme delivery, but it may change how sessions run.

Adults should encourage early waterproof use rather than waiting until young people are already uncomfortable.

In hot weather, hydration checks become more important than timetable speed.

If severe weather affects site safety, the event team will issue movement instructions.

Leaders should remain calm and visible during weather disruption because adult tone strongly affects young people's response.

## 19. Departure and End of Event

The camp will close at 2pm on Sunday. To manage the departure, troops will be issued with a 30-minute departure slot before the event.

Before departure, troops should ensure their campsites are cleared, no equipment or litter remains, and all medication has been returned. A final check inside tents and communal areas should always be completed because lost property at county events is significant if left unmanaged.

Troops must sign out with camp HQ formally before leaving site so that the event team knows all participants have departed safely.

## 20. Post-Event Follow-Up

Leaders are encouraged to use the journey home or next troop meeting to begin reflection immediately, because much of the learning from ELEVATE26 becomes most valuable when discussed while still fresh.

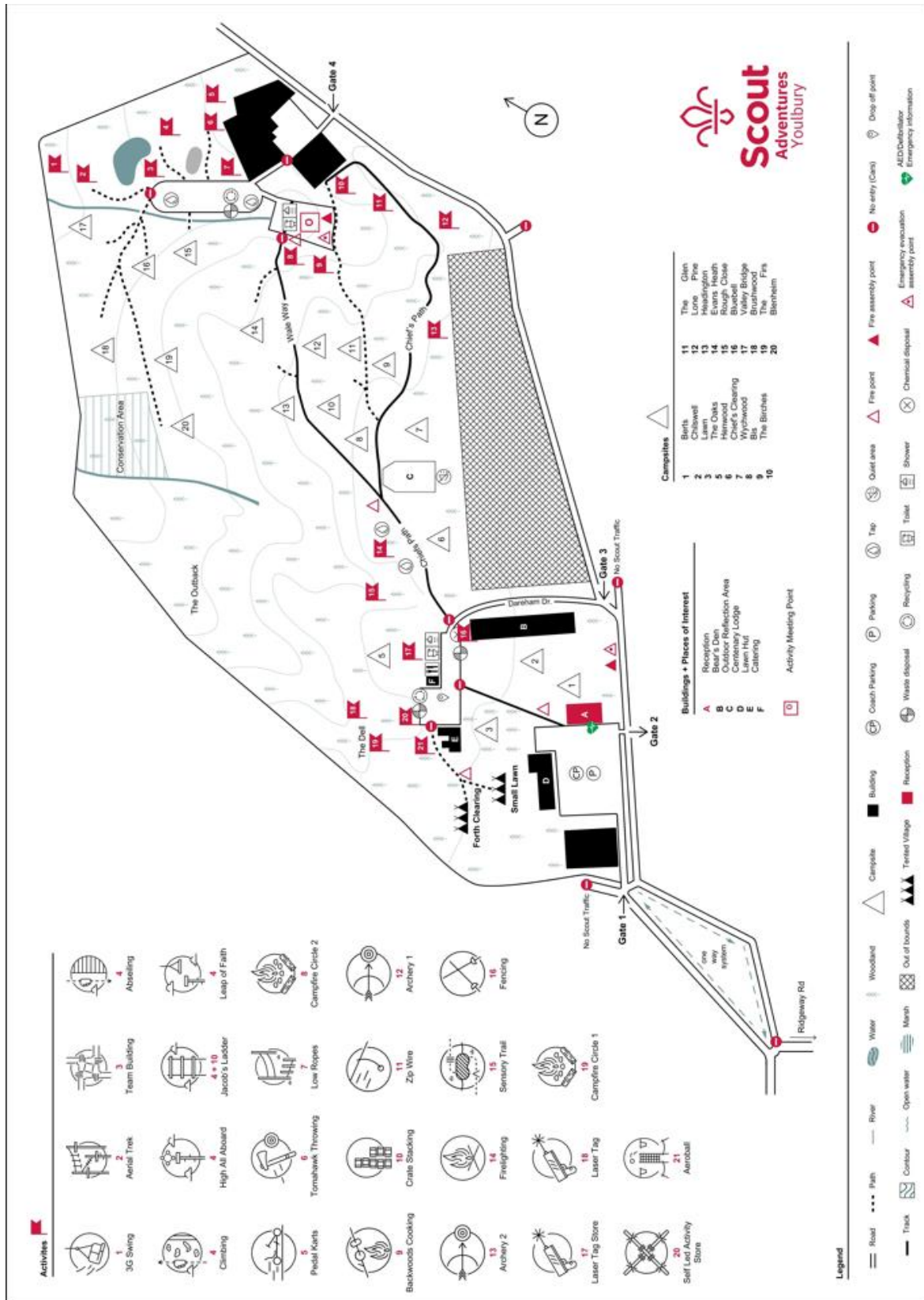
At the next troop meeting, leaders should deliberately revisit what participants learned. Young people often need help translating event experience into troop leadership.

Useful follow-up questions include:

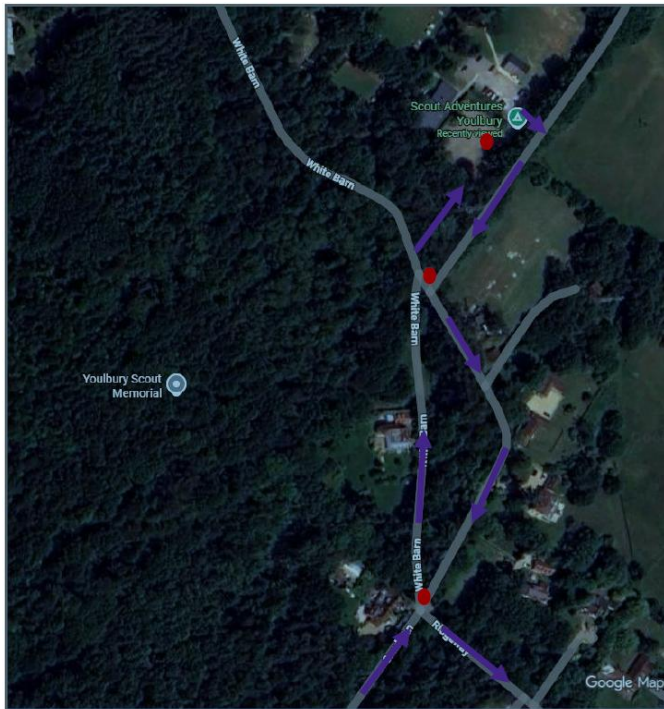
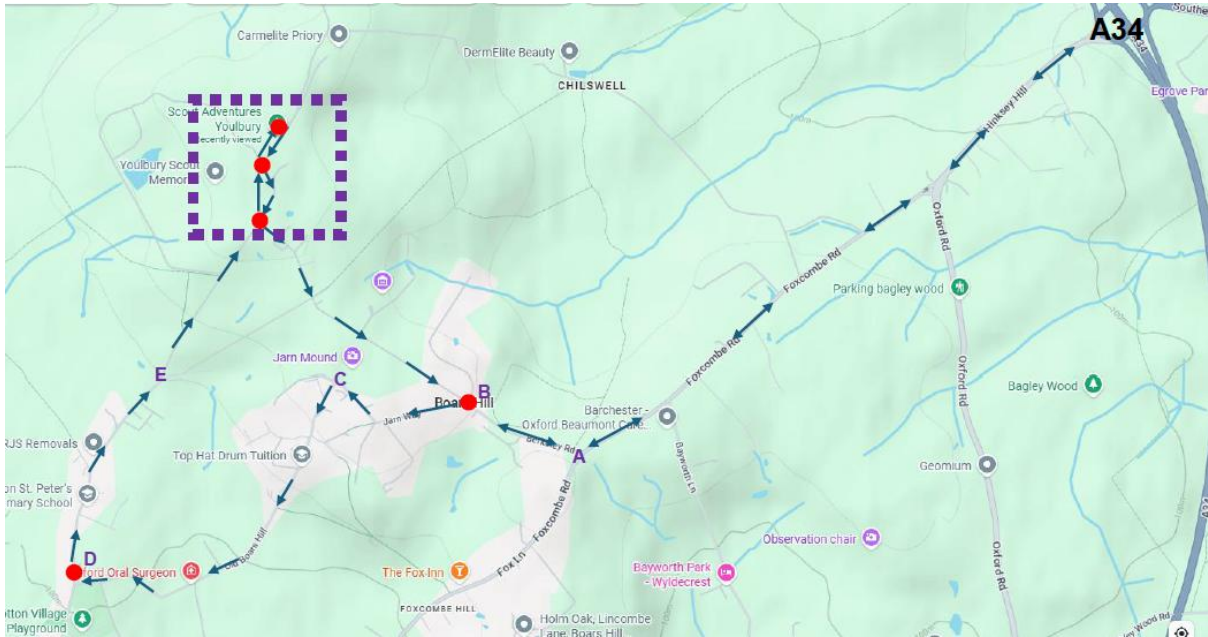
- ✓ What did you discover about leading others?
- ✓ What was harder than expected?
- ✓ What would you now change in your patrol?

This is where the long-term value of ELEVATE26 becomes real.

# Appendix 1 – Youlbury Map



## Appendix 2 – Arrival plan



Left hand track, White Barn  
 Enter site through gates onto gravel track  
 Follow guidance from car parking Marshall  
 Exit through gate right hand side, turn right, follow road keeping left.