

Young Carers Festival 2020



26-28 June 2020

YMCA 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 2020

We can't wait for you to join us again this summer to celebrate the YCF 21st birthday celebrations! Once again, we are proud to host a fantastic weekend away for young carers from around the country, where this special group of young people enjoy a fun filled break away from home and responsibilities in a safe environment.

We have once again kept the cost as affordable as possible, with your weekend stay including all accommodation, food, activities, entertainment and festival t-shirt. See the booking form on page 13 for more information on prices and accommodation options.

WHO IS THE FESTIVAL FOR?

The Young Carers Festival is aimed at secondary school aged young carers aged from 11 – 16 years, with all young carers attending as part of an organised group. Please note that young carers aged 17 and above can only attend as leaders.

DEADLINES

Friday 17th April 2020	Early bird booking deadline (this includes full payment if you are booking early bird places)
Friday 15th May	<p>Final booking deadline day!</p> <p>Return:</p> <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 29th May	<p>Train station pick up booking deadline</p> <p>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.</p>

START & FINISH TIMES

The Festival site opens from 4.00pm on Friday 26th 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 Fairthorne Manor, located midway between Portsmouth and Southampton.

By train

If you decide to travel by train, a luggage only shuttle service is available upon request to collect/drop off *baggage only from/to* nearby Botley train station. Groups will then need to make the short 10-minute walk from the train station to Fairthorne Manor. This service must be booked when sending final completed information, including your train times. If you intend to arrive/depart from other train stations, you will need to make your own arrangements to travel to site.

By road

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

ACCOMMODATION

YMCA supplied tents

YMCA pop up tents can be provided for groups - see the booking form for prices.

Project supplied tents

If you are using 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 project groups.

Indoor Accommodation

A limited amount of indoor accommodation is available for attendees with a medical condition or disability; please advise us of any requirements on the booking form. Please ensure that tent groups retain a suitable male/female ratio (1:12). Rooms will be allocated in advance at our discretion. As rooms do not lock, valuables should not be left in unattended rooms. Due to the layout of our accommodation, 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 always be worn.

- **Ratio's** - Ensure you have enough staff and volunteers to support your group throughout the weekend including overnight. A minimum 1:12 minimum ratio is required, but please ensure 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.
- **Leader briefings** - projects must ensure that a staff member attends these briefings each day across the weekend. Briefings cover important information regarding the smooth running of the festival, including health and safety information.

Leadership

The festival depends on the hard work of committed, competent and experienced group leaders - visit www.oeap.info for advice for group leaders. For Young Carers who are attending for the first time, explain the festival aims, expectations in terms of accommodation and facilities and to agree internal ground rules. We advise dealing with any issues with a clear, calm and consistent approach. Contact us if you wish to visit the site prior to the Festival to help in your planning. Videos of previous festivals can be found on YouTube.

Behaviour

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 reflects 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 and vaping are only permitted in designated smoking areas.

Media Consent and Photography

YCF attracts 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, please set a curfew for your group to return to their tents and discuss this prior to arrival. The first night is the most difficult and remember you need your sleep too! Each morning, all groups should respect others camping nearby and keep noise and movement levels to a minimum until 8.00am.

Mobile Phones

Ensure your phone is always fully charged and switched on during the festival. There are a limited number of charger points available at reception for group leaders and at the information trailer for 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.

Health Needs & Medical Consent

Leaders should consider the full range of health needs of their group, ensuring any young person who requires prescribed medication has brought this medication with them. Leaders should also consider the sexual health needs of their group. Leaders will need to make their own arrangements for ensuring they hold the necessary medical information and consents.

MEALS

DAY	MEALS PROVIDED	IMPORTANT
Friday	Evening meal (served until 8.30pm)	Late arrivals need to stop and eat en-route, alternatively inform reception and some food will be saved for your group. Snacks are available to purchase until midnight.
Saturday	Continental breakfast, packed lunch, evening meal	
Sunday	Cooked breakfast and packed lunch	If you need your packed lunch to be ready for an early departure on Sunday, complete and return the relevant form at 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 15th 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 15th May.

First Aid Provision

A dedicated first aid team who regularly cover events 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. YMCA 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, so it is important that leaders always have their mobile switched on and charged .

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 cannot do

- Prescribe medication
- Replace medication which has been left at home (e.g. inhalers)
- 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 is by your own transport or taxi (approximately £35 each way). 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 £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. A Child Protection Officer or Designated Safeguarding Lead is available throughout 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 fulfil 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 childcare 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 2020 – BOOKING FORM

Group Name:					
Group leader:				Email:	
Address:					
Postcode:					
Telephone:		Landline:		Mobile:	
PRICES		Early Bird (Bookings & payment received by 17 April)		Full Price (Bookings & payment received after 17 April)	
Using YMCA Tents		£101 per person		£106 per person	
Own Tents		£91 per person		£96 per person	
Number Attending Festival			Additional Information:		
	MALE	FEMALE			
Young Carers					
Adults/Leaders					
Total					
ACCOMMODATION			No. young carers in tents		No. leaders in tents
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 when booking form 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. See 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 (please tick box).			
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. Booking forms must be emailed to ycf@ymca-fg.org or by post to YMCA Fairthorne Manor, YCF 2020, Curdridge, Southampton SO30 2GH. The booking is confirmed when the Centre has received and acknowledged by email a completed booking form and payment. Bookings received after the early bird deadline of 17 April 2020 will be charged at full price.
3. Full payment must be made upon receipt of the invoice. Payment for early bird bookings must be received by the early bird booking deadline of 17 April 2020; payment received after this date will be charged at the full rate.
4. Unpaid invoices will result in groups being denied access to the festival.
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, meals not taken or accommodation vacated before the festival finish date.
7. Groups are responsible for the cost of repairs necessitated by any wilful damage they may cause.
8. YMCA accepts no responsibility for property of any description belonging to guests.
9. All group leaders must have been DBS checked prior to attending the festival.
10. A ratio of 1 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.
11. Alcohol and drugs are not permitted on site. Smoking and vaping is only permitted in designated smoking areas. Details available upon request at Festival Reception.
12. Completion of Medical and Media Consent Forms are the responsibility of the group leader and remain so throughout the festival.
13. Failure to return the Media Consent Form will result in the cancellation of your booking, with no refund.
14. Dogs and pets are not permitted on site, except for assistance dogs.
15. Groups are not permitted to arrive on site before 4pm on Friday 26 June 2020; the site must be vacated by 2pm on Sunday 28 June 2020. Groups must ensure their transportation is aware of this requirement.
16. Group Leaders must have read and informed their groups of our Equal Opportunities policy, and agree to abide by it.
17. 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.
18. 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.
19. 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.

