

## Information for Activity Leaders using Pinsent Campsite

Information for Leaders using Pinsent for Evening Sessions, Campsite or Instructor-led Activities. You are expected to manage your own session. This includes opening and closing the site if relevant. Managing the arrival and departure of all traffic. Please make sure that all Leaders/Helpers are aware of their responsibilities.

**If you wish to cancel your session at any stage, please inform the Campsite Manager on 07747 686284 as soon as possible**

### Actions to be taken by Activity Leaders

Before the activity:

- Appoint a Car Park Manager for your Session and ensure they have the relevant information well in advance of the evening
- Ensured that all those driving, cycling or walking etc. to site are fully aware of the arrangements for arrival (drop-off) and departure (pick-up). (See briefing notes for Parents/Drivers)

During the activity:

- Leaders should arrive 15 minutes before the start time to set up and be prepared to receive the Young People. Do not arrive earlier than the 15 minutes as this could impact on another group arriving or departing.
- Leaders should not depart during an arrival period for another session (leaders or participants).
- Leaders should park around the edge of the Car Park
- At least one leader shall be at the entrance to campsite (by the Toilet Block) to meet arrivals at the start of the session
- Leaders shall bring any required emergency equipment e.g. first aid kits and fire buckets
- Use only the areas specifically booked or allocated to you for the Session.

After the activity:

- Fires should be extinguished before leaving site with ash moved to the sign-posted Ash Pit behind the Green Garage. A shovel and wheelbarrows are available for this purpose.
- **Ensure that the toilets are in cleaned and that all taps are turned off.** Cleaning materials are available in the Girls and Boys toilets.
- **If you are the last group to leave the site, it is your responsibility to ensure that the toilets and gates are securely locked.**

**March, 2024**

**Pinsent Management Committee**