



Leaders' handbook for the event

June 2024 version

Message from our County Commissioner

I am delighted that you have booked places at Kevewi, our exciting County fun day in June. I look forward to seeing you on the day and together we can help everyone to make lasting memories.

Sue

Sue Harris
County Commissioner

We are so excited about this event. An event for the whole of the county coming together to celebrate the brilliance of guiding in Cornwall. Covid-19 it has made a lot of us realise the importance of family, friends and loved ones. Girlguiding Cornwall is a family too and we are planning a county event for every member of the county in Cornwall to come together and celebrate how amazing we are.

Now that your unit(s) are booked in we can really start to plan the day ensuring that everyone stays safe and has lots of fun.

In the following pages we have explained some things you need to think about as leaders and do pre the event. This is designed to help and support you, should you have any questions please do not hesitate to contact training@girlguidingcornwall.org.uk but please do speak with your local commissioner who should also be able to help you too.

As we get nearer the event we will be adding more to this handbook too.

Have you checked out the website

Page? if not..... do it!

<https://www.girlguidingcornwall.org.uk/kevewi>

Pre-event preparations

Consent forms

Every girl or volunteer's child will need a consent form and every adult will need a Health form. These will be held by the unit leaders throughout the day.

The consent form/health form for domestic travel can be found and downloaded from:

www.girlguiding.org.uk/information-for-volunteers/resources/resource-library/

Ratios

Girlguiding has adult to child ratios that are mandatory for events. It's important that you always work to a ratio that supports girls to be safe when having fun with your unit.

Section	Adults : Girls
Rainbows	1 : 5 Minimum of 2 adults
Brownies	1 : 8 Minimum of 2 adults
Guides	1 : 12 Minimum of 2 adults
Rangers	1 Leader with a recommended second adult

Age of volunteers childrens attending the event	Adult : Child
Under 5	1 : 2
5-7	1 : 5
7-10	1 : 8
10-14	1 : 12
14-17	N/A (but must be supervised)

Where leaders run multiple units, you will be kept together to enable leaders to be with all their girls, but extra adults will be needed to meet ratios.

Emergency Home Contact

When you're taking part in an activity outside of your normal meeting place and time, you must assign a responsible adult as a home contact. A home contact is a person that you've agreed will act as a first point of contact if plans change, or if an accident or emergency occurs.

It is therefore essential that the home contact is:

- An active member or recognised volunteer with Girlguiding
- Not related to or has a close personal relationship to anyone in the group
- Someone who can deal with an emergency in a calm and effective manner
- Ideally the home contact will also have completed Safe Space level 1 training. The compliance date for completion of the Safe Space level 1 training is mandatory.
- The home contact must be an active member or recognised volunteer with Girlguiding (ie they are on GO and have been through recruitment checks required for the role they hold on GO). They cannot only be a Trefoil member or Scout member.

For more information on the home contact role and paperwork to be downloaded and completed see:

www.girlguiding.org.uk/information-for-volunteers/running-your-unit/safeguarding-and-risk/managing-risk/setting-up-a-home-contact-system/

Don't forget to give the home emergency contact detail to the parents/Guardians.

You will be required to submit by 1 June and hand in a copy on arrival confirming your unit details of your emergency contact. Please don't forget to have the home contact details in leaders phones.

If you are struggling with a home contact, please email training@girlguidingcornwall.org.uk who will help.

Adjustment Plans

To enable a member (adult volunteer or a girl) to participate fully in our activities, we must make reasonable adjustments. Adjustments are changes which remove, or significantly reduce, a barrier faced by the person.

To help manage expectations, make sure that parents and carers are aware that we are a charity, and that all our activities are run by volunteers. This means we may not be able to offer the same support as a young person's school, for example.

Download and use Adjustment plans for those adults and young people as needed, please ensure you review the adjustment plan for the event.

www.girlguiding.org.uk/globalassets/docs-and-resources/safeguarding-and-risk/adjustment-plan-for-volunteers---events.pdf

www.girlguiding.org.uk/globalassets/docs-and-resources/safeguarding-and-risk/adjustment-plan-for-young-members-events.pdf

www.girlguiding.org.uk/information-for-volunteers/resources/resource-library/#adjustment

For those with hidden needs, units may wish to use the sunflower lanyards. This can help those who are running activities to identify those who may need extra help on the day.



Units can purchase these via

<https://hdsunflower.com/uk/shop.html>

If you have anyone in your unit with adjustments that need (big or small) to be considered in this event please let the team know asap email

training@girlguidingcornwall.org.uk

Food Allergies

Units will need to be vigilant with food allergies should anyone have an allergies such as peanut allergies please in ensure this is on the unit risk assessment and adjustment plan for the girl/leader. Please also email training@girlguidingcornwall.org.uk so can adjustments can be made. Our zone leaders will ensure that we list any food activities on our risk assessments which will be on the website soon for you to read. It's the leader's responsibility to ensure that we are notified and aware of any allergy and also to ensure that the girls/leaders adjustments are made on the day.

It has been noted that we have a few girls/leaders on site who are allergic to nuts. Can we ask that you try and ensure that NO NUTS on site please. It helps mitigate the risk.

Risk Assessments

These will be completed by the team who are organising Kevewi for all activities. The only risk assessment you will need to complete, is to cover those individuals with adjustments that you have identified in your unit(s).

The coach risk assessment will be completed by the local adult volunteer who is organising the coach in your area.

Adjusting numbers to your booking

No more adjustment to numbers can now be made. If girl are unable to come on the day please amend and update your unit form which you are handing in on the day.

No Refunds from this point on.

Uniform

This is a uniformed event so everyone is expected to wear their activity uniform. Sensible footwear should be worn i.e. trainers/hiking boots. A waterproof coat should be brought in case the weather changes to rain! As the event will continue!

Each member should bring a sitter with them. These can be made with newspaper, material and covered with a plastic to make it waterproof or you may find other inventive ways to make them. It up to you!!

Each girl will need a bag to take their bits home in at the end of the day. i.e a reusable shopping bag. (Each bag must have a unit name and the name of the girl please).

Headwear

Everyone has been asked to make something in their units, a particular colour to wear to represent their division. See separate attachment for ideas.

Division colours

Division	Colour
Caradon Tamar/Cotehele	Purple/orange
Carrick North	Green
Carrick South	Pale Blue / Turquoise
Kerrier	Blue
North Cornwall	Yellow
Penwith	Pink
Restormel	Red

Lunch and refreshments

Please bring your lunch and juice with you. Leaders, please bring your cup for hot drinks which will be available once you have booked in on arrival.

There will be a refreshments bar where leaders can refill their coffee/tea.

Throughout the site there are fresh water taps where leaders will be able to refill juice bottles for the girls./leaders. All units will need to do is bring the juice. The only place that is NOT drinking water is the toilets!

Rubbish

It is expected that rubbish created from packed lunches will be taken home with the girls themselves. This is to help keep the cost down on the number of biffa bins we need to hire in.

Kit to be brought with you on the day

There will be a list of items we are asking that units bring with them.

- First Aid kit to cover your unit(s)
- Copy of the unit information sheet to hand in
- Juice to refill juice bottles for your unit(s) – we will provide the water!
- Pens/Pencils/colouring in pencils/felt tips
- Scissors
- Headwear
- Sitters
- Camp chair for leaders if you wish (you need to be able to carry it!)
- Everyone to bring a 20p (girls/leaders/volunteers/staff)
- Bag of plastic milk bottle/pop tops (1 top per girl)
- Each girl will need a bag, for the things they make
- Each girl will need a pair of gardening gloves or woolly gloves (Please do not go out and buy)

What to expect on the day!

On arrival

Units will make their way to the celebrating culture zone, for opening ceremony. One leader will need to go to the admin tent to register the units on site, confirm numbers and confirm details of the home emergency contact.

The girls will be entertained in the celebrating culture zone with the entertainment crew while we wait for everyone to arrive.

Leaders will be able to go to the refreshments bar to grab their first cuppa.

Zones

- Celebrating Guiding
- Celebrating Culture
- Celebrating Fun

What can you find in the zones?

Each zone will be full of fun activities which you can do with your girls. They will be self-lead so you can take the activity and do it. Every activity will fit into the programme themes we do each week. On the day you will be given a sheet where you can mark down which activities your unit(s) has completed ready for when you back home, to mark off in GO.

Activity Angels will also be found in each zone, these angels will be identifiable by their costume and be there to keep the fun going and take the units from one zone to another at the right time.

Who are your zone leaders?

Celebrating Guiding	Melissa Dale/Anita Parsons
Celebrating Culture	Julia Wass/Cilla Bragg
Celebrating Fun	Karen Easton/Sharon Dinni

Programme

9am for 9.30am start	Arrive and head to the celebrating culture zone for opening
10.00am to 11.30am	Zone 1
11.45am to 1.45pm	Zone 2 with a lunch break (45 mins including the 15 mins to move to next zone)
2pm – 3.30pm	Zone 3
3.30pm	Back to the celebrating culture zone for closing
5.30pm	Home

Units will be going around in divisions to help accommodate ratios and leaders who run 2 or more units. Should Leaders run units over two divisions please email training@girlguidingcornwall.org.uk so we have make arrangement that your units are together.

Quiet area for Rainbows

For those rainbows that need a lie down (maybe sleep!) or some quite time away from all the activities there will be an area where you will be able to chill out. It will be a quiet area, so no noise or activities will be available in this area.

Inclusion tent

For those units who have members who have adjustments, an extra, separate tent will be available to enable this member to chill out a bit. Some mindfulness activities will be available, but this zone will be un-manned. So leaders will need to accompany the members who are attending.

Coaches on arrival

Those coaches that are staying will be parked in the coach park and those leaving will make their way back to base and come back at the designated time to collect you.

On arrival your coach party will be escorted to the culture zone and 1 leader from each unit MUST attend admin to book in.

Coach co-ordinators will be sent information shortly for the coach companies.

If travelling by car please arrive at the main gate and head to the car park. The main gate will be open from 9am onwards for unit leaders/volunteers.

Coaches at the end of the day

Once the closing ceremony is over units who are travelling the furthest will leave first. Units will be entertained until they get on their coach. Units will need to remember to collect their party packs during the closing and take with them to the coach.

Should girls need travel sickness tablets this will be the responsibility of the unit leaders to ensure that these are taken at the appropriate time for the travelling home.

Photo/video permissions

If you have members who do not have permission, you will need to be vigilant for the photographers on the day and make it known they are not allowed to take a picture of that member.

Photos/videos of the day will be used during the closing ceremony, added to the website and used for other PR material following the event.

First Aid

All Leaders will be responsible for first aid incidents for their units, during the event. Dedicated Kevewi First aiders will be available during the event for the more major incidents, should any occur. If you require first aid please find notify the zone leader who will radio for a Kevewi first aider.

Fire Evacuation plan

In the case of a fire all girls and leaders are to make their way to the assembly point – horse ring. Please familiarise yourself where this is on the map. The Kevevi team will activate the fire evacuation plan if necessary and undertake the unit roll call. Leaders will be responsible for the girls in your unit. Please ensure that you have the full list of girls/leaders who are with your unit. Please ensure you have read the risk assessments/fire evacuation plan and first aid procedures on the website. These will start to appear over the month of May.

girlguidingcornwall.org.uk/kevevi

Smoking/Vaping

The event is a non-smoking/vaping site. A smoking/vaping area will be available away from the zones. All cigarettes are to be disposed of in the bucket of sand.

Thank you's

Please remember to do your thank yous, for the volunteers who have been part of your ratios in your units. There are over 300 volunteer leaders/parents and young leaders come today to make the event go ahead – so thank them.

Thanking that volunteer, with a small token goes such a long way and you never know you might get a parent to be a leader.

Check List for Leaders

Pre-event

	Consent forms/Photo and video permissions for all girls going to Kevevi
	Health form for all adult volunteers going to Kevevi
	Sorted your ratios for your unit(s) attending
	Arrangements in place for Home Emergency contact
	Adjustment plans reviewed and ready for the event
	Emailed the team regarding anyone who need adjustments
	Completed any necessary risk assessments
	Read risk assessments on website
	Pay the remainder of the fees
	Make your headwear in your division colour for each member of your unit
	Make waterproof sitters (one for each member in your unit)
	Start to gather your items to bring with you
	Submit the unit information sheet/emergency contact information by 1 June 2024 and a copy (updated, if applicable) to hand in on arrival.

FAQs

Q: I have just had 2 new brownies join my guides who have paid their deposits in Brownies, where do I pay the remainder of the balance?

A: Please can the unit who paid the deposit pay the remainder it then help us keep the records straight on the day you will book them in with the new unit.

Q: I haven't booked in yet is it too late?

A: No get the numbers booked in asap on the website and send your chq in for the full amount asap.

Q I cant remember how many the unit has booked in?

A: email commissionermentor@girlguidingcornwall.org.uk or training@girlguidingcornwall.org.uk your query and they will respond.

Q: I am unable to travel on the coach can I bring a car?

A: Yes of course- let your coach coordinator know so this information can be collated here. Remember to ensure that Girl to leader ratios are maintained on the coach.

Q: Can I bring small children?

A: Yes . We understand that some leader will need to bring small children with them. Please ensure that all ratios will be to adherd too – see page 3. It is envisaged that small children will not be overly taking part in the activities, as the day is for Rainbows/Brownies/Guides/Rangers, however please do feel free to let them join in with dancing, singing, games and anything that is safe to do so.

Q: Is the coach staying on site?

A: Please liaise back with your division coach co-ordinator. They are organising the coaches and will be able to answer these questions.

Q: Do younger members need a name badge/wristband in case they accidentally get lost?

A: The site is secure and the event is only for Girlguiding members. Leaders are responsible for the girls they are bringing to the event. If you feel that your younger members need a name badge/wristband which states the name of the child and unit, this is down to leaders to make that decision and add to the risk assessment. Please be mindful if you do use name badges/wristbands please only use the first name of the girl and the unit name.

Q: Where do I report too if we are travelling car?

A: On arrival you will be directed to the car park and advised to book in at the Admin tent.