



Essex International
Jamboree
2024

Staff Supplement

1 Staff Supplement Contents

1	Staff Supplement Contents	2
2	Handbook	4
3	Staff Arrivals and Departures.....	4
4	Vehicle Access to Campsite	4
5	Wristbands.....	5
6	Leaving during Jamboree.....	5
7	Build Week.....	5
8	Take Down	6
9	Safety at Work	6
10	Expectations of being a Staff Member	7
11	Work Expectations	7
	Getting to Work.....	8
	Jamboree Code of Conduct	8
	Important Reminders:.....	8
12	Thames Subcamp.....	8
	Health and Hygiene	9
13	The Complex	10
	The Staff Restaurant (for staff only)	10
	Urban Umbrella	11
	Noa's Club	11
	Food	12
	Activities	12
14	Adult Programme and Training	12

	Staff Comforts	12
15	<i>16-17 year old staff members</i>	13
16	<i>Your kit list</i>	14
	Sample kit list	14
17	<i>Insurance</i>	15
18	<i>Your health</i>	15
19	<i>Invitation to Staff Party.....</i>	16
20	<i>Departure Day</i>	16

2 Handbook

This document contains supplementary information to the [Handbook](#) specifically for Staff Members. **Therefore please ensure you also read the [EIJ24 Handbook](#) as it contains vital and important information for you.**

3 Staff Arrivals and Departures

Please arrive on the date you have stated on your booking. As you arrive at the site you will be directed to the car park. Once parked make your way to the Operations Hub to complete your registration and obtain your wristband.

You will then be shown to the campsite. Some staff teams or participant groups may have a designated camping area. Staff registration is in the Operations Hub.

It's important that you do not arrive early or without pre-approval from the Facilities team, anyone who does arrive who has not been approved will be asked to leave and return on the correct date.

4 Vehicle Access to Campsite

Staff must park their cars with a visible vehicle pass in the car park.

Arrival times on Saturday:

- 08:00: Traffic staff in position
- 08:00: Registrations, Subcamps, Programme, Retail Staff all ready
- 08:30: Noa's Club opens
- 09:00: Gates open for Groups/Participants

5 Wristbands

Staff supporting build week will be issued with a temporary wristband for this period. They will exchange this for an event wristband when notified by the Registration Team to do so.

Wristbands are allocated to everyone on site and must be worn at all times and not removed for any reason. Each wristband is colour coded to indicate if you are a participant, leader or staff member. It also contains symbols to denote health conditions or activity permissions. Full details are in the main handbook. If you lose or damage your wristband, please visit the Registration Team in the Operations Hub.

6 Leaving during Jamboree

All staff leaving site must “check out” at the main gate where your wristband will be scanned out and in by the Security Team. Please let the Registration Team know if you are intending to stay away overnight. Under 18 staff must have their parental or Team Leader’s permission to leave site every time they leave.

7 Build Week

If you have been approved to arrive during Build Week please follow the procedure above and then report to the Operations Hub where you will be put into groups and assigned to tasks depending on your skills.

Don’t forget to bring sensible working clothes and shoes, preferably steel toe capped boots.

Meals will be provided in the staff restaurant to pre-approved staff. Meals will include a full breakfast, a substantial packed lunch to take with you to your place of work, and an evening meal.

8 Take Down

All staff staying for the staff party on Saturday 3rd August are expected to help with takedown activities on departure day, this includes helping groups leave site and clearing the area you have been working in.

For those staying for take down, meals will be provided.

If you find yourself with nothing to do on the Saturday please report to the Operations Hub to be assigned a job.

If you have volunteered to help with takedown after Saturday thank you so much we really appreciate it. We will have a briefing at breakfast each day and will assign jobs from the Operations Hub. On the day you leave, please make sure you sign out with the Operations Hub team.

9 Safety at Work

All staff must be inducted in their role prior to undertaking it. Follow instructions for your work activity.

Drugs and legal highs are not permitted at any time, this is a Zero Tolerance Issue.

All Prescription Medication needs to be checked to ensure plant & or machinery can be operated safely. Please remember that we are there to carry out a role, we all enjoy a drink during our off time.

Please remember the Scouting Green Card and drink responsibly. Pay extra care and attention to the levels within your system when operating plant or machinery

Inform your line manager if you are using prescription medication that will impact on your ability to work safely.

Wear appropriate clothing and protective equipment for work activities as required

Advise your manager or the Safety Team if you are concerned about safety

10 Expectations of being a Staff Member

You are joining over 1,000 volunteer staff members from both the UK and Internationally to make EIJ possible. We could not host this large event without you, as you help serve our Girlguiding and Scouting youth in every area and activity to make this an amazing experience.

Staff members are expected to work hard and fulfil a vital role in motivating and supporting participants and providing services, activities, and facilities. Some roles may require long working hours or working at night. Staff members will help ensure that all young people attending the jamboree leave with a wider view of the world and a renewed commitment to Girlguiding and Scouting.

11 Work Expectations

Few things are more fun than a jamboree, but it takes a lot of work too. We expect all staff members to attend their work position, at the right time, each day. Failure to attend work will cause a knock-on effect that will impact how we can safely deliver the Jamboree experience. Skipping work hurts the participant's experience and we cannot allow that.

If you have problems with your role, reach out to your team leader, director or speak to the Staff Support team located in the main hub. Make sure to sleep well, eat regularly, stay hydrated and relax during breaks.

We want to make sure everyone is at their best and all our staff enjoy the jamboree experience as much as the young people. Remember, the Staff Support and Welfare Team are here for you, please reach out if you have any issues before they become problems.

Getting to Work

Each morning, make sure you are on time and prompt. It is also important to ensure that you have eaten, even if this is something you may not normally do at home as the Jamboree is a high intensity event and we need to ensure that everyone has consumed enough calories and water to function at their peak.

If you require assistance with travel to your working area due to mobility issues, please liaise with your team leaders.

Jamboree Code of Conduct

If staff members see behaviour that violates this code, we should step forward, stop the behaviour, and contact the safety or safeguarding team. As mentors and role models, we cannot simply walk past bullying, substance abuse, or possession of prohibited items.

Important Reminders:

- Controlled substances are not permitted at the Essex International Jamboree
- Tobacco, Electronic cigarettes, personal vaporizers, and electronic nicotine delivery systems that simulate tobacco smoking are not allowed for youth or anyone under 18. Adult leaders should support the attitude that we all are better off without tobacco products. The use of tobacco by visitors, staff, and leaders is restricted to designated areas, away from youth.

12 Thames Subcamp

The Staff Subcamp, Thames, is located nearer the car park than the Participant Subcamps.

The Core Team is:

Thames Subcamp Leader	Karl Levene
Thames Campsite Manager	Micheal Hancox
Thames Catering Manager	Tina Hancox
Thames Help Desk Manager	Jenny Levene
Thames Under 18 Staff Support	Clair Gentry
Thames Training Manager	Richard Hudson

Space is very limited on Thames Subcamp so the number of party tents and gazebos must be kept to a minimum to accommodate the vast numbers of sleeping tents in the camping area. For this reason, staff are encouraged to group together to share party tents and gazebos as much as possible however we cannot guarantee all will be permitted.

For staff only, there are a limited number of pitches for caravans, trailer tents and campervans in an allocated area; these must all be booked and approved in advance via the Registration System.

We will not be able to pitch groups together that have a mix of tents, caravans, trailer tents and campervans.

It is highly recommended that anyone who requires a medical device to aid in sleeping, if possible brings a rechargeable type device. As we are using generator power, we cannot guarantee uninterrupted power during the night. These can be charged during the day at the main Hub along with mobility scooters. If you are only able to use a device that is connected to a power source, you will be allocated a pitch on the staff site next to the hub. We will not be able to pitch groups together on this part of the staff campsite as we have very limited space and it will be shared with the campers, caravans and trailer tents.

Health and Hygiene

Staff are encouraged to bring a bowl so that they can wash in the camping field but we appreciate that this is not always feasible so you can use the basins in the staff toilets. Please expect and allow

time to queue for showers. If you require hot water, we recommend you bring a flask that you can fill up during the day.

13 The Complex

We hope that you enjoy the special experience of being part of the Essex International Jamboree. The Staff complex is a place where all staff including Group Leaders can relax when they are not making the Jamboree happen for everyone else. Although we are there to ensure that the young people have an amazing experience, it is important that adults and staff are able to relax and enjoy themselves in their free time as well.

The Staff Restaurant (for staff only)

The meal times are as follows:

- **Breakfast:** 06:30 - 09:00
- **Lunch:** 12:00 - 14:00
- **Dinner:** 17:00 - 19:00

- Staff catering is provided by Hot Stuff Catering
- Our EIJ Catering Manager is Tina Hancox
- Requests for out-of-hours meals can be made through Directors via your Head of Team
- Staff can eat in the Urban Umbrella or in the Staff Garden
- All those with special dietary requirements will be served from 1 servery for the whole event

Urban Umbrella

The Urban Umbrella trading hours are:

- Trading: 18:00 - 22:30
- Close at midnight

The Bar Managers are James Elliott and Robert Pickess

The Urban Umbrella is Peggy's on-site bar and is a place to sit back, relax, catch up with friends old and new.

- We serve a variety of lagers, real ales, ciders, non-alcoholic beverages and soft drinks
- Each night will be themed with a variety of exciting entertainment
- To drink at the Urban Umbrella, you must have an EIJ branded pint glass or wine glass
Please note, the glasses are plastic to align with health and safety standards
- A challenge 25 policy will be in place as laid down in our event licence agreement
- We recommend everyone brings photo ID to the bar if wishing to purchase alcohol
- The Urban Umbrella will be using a cashless system

Noa's Club

Noa's club is open to all children of our staff members aged between 0-9 years old. Our aim is to give our future jamboree participants the best experience possible.

- Saturday 27th July to Friday 2nd August 2024
- 08:30 - 17:30

Food

After the children arrive at Noa's club they will have a morning snack, lunch and an afternoon snack. Snacks will be either fruit or vegetables prepared by our staff. Lunches are prepared daily by Hot Stuff Catering.

Activities

Over the week the children will participate in a variety of activities including art and craft, team games, cinema visits and time to explore the jamboree site. Every day the children will be able to see their activity choices on the notice board as they enter Noa's club.

14 Adult Programme and Training

For adults and all staff, there are many opportunities to network, share, learn, develop and have fun during the week. Various locations around the Jamboree site will be used for training; therefore when you book on please ensure you check the location, as well as the start and finish time.

All sessions need to be booked in advance here - <https://bookwhen.com/eij2024>.

We are using a Scout system to manage the bookings, but the sessions are open to all Jamboree Leaders and Staff – Girlguiding, Scouting, UK, International. We welcome everyone.

Find more details in the [Handbook](#)

Staff Comforts

Staff Comforts is an area in the Operations Hub which is available to all staff to provide a quiet social area to be used to take a break during your shift or somewhere to relax when you are off duty. You will be able to grab a tea or coffee and get drinking water so please bring a reusable mug and/or water bottle with you. It is a friendly space open to all our staff which is also used for team

meetings. It is particularly popular with staff coming off a late shift needing a place to relax before they head to bed.

During the day we will have a team working in Comforts but after hours this will be a self-regulating area and we ask that all those using Comforts do so in a respectful and considerate manner ensuring it is left tidy and clean. Comforts will be closed at midnight each day.

Comforts will close at 20:00 on Friday 2nd August as all volunteers are expected to attend and help with the closing ceremony. It will not reopen after the closing ceremony as we will need staff to help with clearing participants to their subcamps and many of us will be up early the next day to help with departures.

Staff Comforts adheres to the same rules about alcohol consumption as the Urban Umbrella; and challenge 25 will be in place and we ask for everyone's support to ensure that no under age drinking occurs at our Jamboree.

15 16-17 year old staff members

As an under 18 staff member you will fall in to one of two categories:

- **Attending with a group**
 - your group organiser will be responsible for you outside of your work pattern.
 - You will camp with your group and follow their guidelines

- **Attending as an individual**
 - You will responsible to your team leader during your work pattern and supported by the Under 18 Welfare team outside of these times
 - You will camp in the allocated under 18 zone of the staff campsite

For ALL Under 18 staff

The Welfare Team are on site 24/7. Clair Gentry is the Team Leader and David “Bunny” Byatt is the Deputy Lead. They are on hand to support all under 18 staff with any issues or concerns throughout the Jamboree.

Alcohol consumption is strictly forbidden for any staff under 18. This will be closely monitored and inspections of the under 18 camping area will take place during the event. We have a zero tolerance policy and any staff found to be consuming or socialising with anyone under 18 consuming alcohol, will be removed from site immediately. This also covers the staff relaxation zones and the staff bar.

During your work pattern you are to report to your designated team/zone leader.

It is your responsibility to attend your shift on time and be physically capable to carry out your duties.

Daily check in's will take place by the welfare team of all zones to ensure you are turning up to work.

16 Your kit list

As adult participants, we expect that you will know exactly what to bring with you, but as a reminder, here are the important things not to forget. Remember it's only a week!

Sample kit list

- Tent
- Sleeping bag and blanket (it could get cold)
- Sleeping mat

- Sleepwear
- Clothes for all weather including coat
- Shoes, boots, trainers
- Chair
- Non-breakable mug with lid
- Refillable bottle
- Black rubbish bag
- Torch
- Toiletries
- Towel
- Sun protection cream and a hat

17 Insurance

In most cases, Essex International Jamboree will provide all the equipment and resources needed for volunteer staff members to carry out their role.

For a small number of staff (for example Photographers), it may be necessary for them to provide their own equipment. In these cases, the staff member and specified equipment will be agreed in advance and the equipment will be included in our insurance policy.

Staff members are reminded that any personal items that they choose to bring with them such as ipads, laptops etc which they have not been expressly asked to bring, remain their responsibility and they should check if they are covered by their own contents insurance.

18 Your health

It is important that you read our Jamboree policies:

- [Smoking and Vaping policy](#)

- [Alcohol and Drugs policy](#)
- [Code of Conduct](#)

19 Invitation to Staff Party

As a "thank you" for all the time, effort and hard work you, our volunteer staff have given to making this event a very special experience for our Participants, we would like to invite you to our staff party on Saturday 3rd August in the Urban Umbrella.

Come and enjoy a free buffet meal with Jamboree friends old and new, followed by a party in the bar.

We hope you can join us.

Karen & Paul

20 Departure Day

All personal belongings must be carried back to the car park. Please ensure that your camping area has been cleared of everything prior to leaving site.

For staff who are not remaining to help with takedown your final meal will be breakfast on Sunday 4th August and we expect you to have left site by midday.

Take down is expected to be completed by Wednesday 7th August.