

Richmond upon Thames District
Happy Birthday Camp

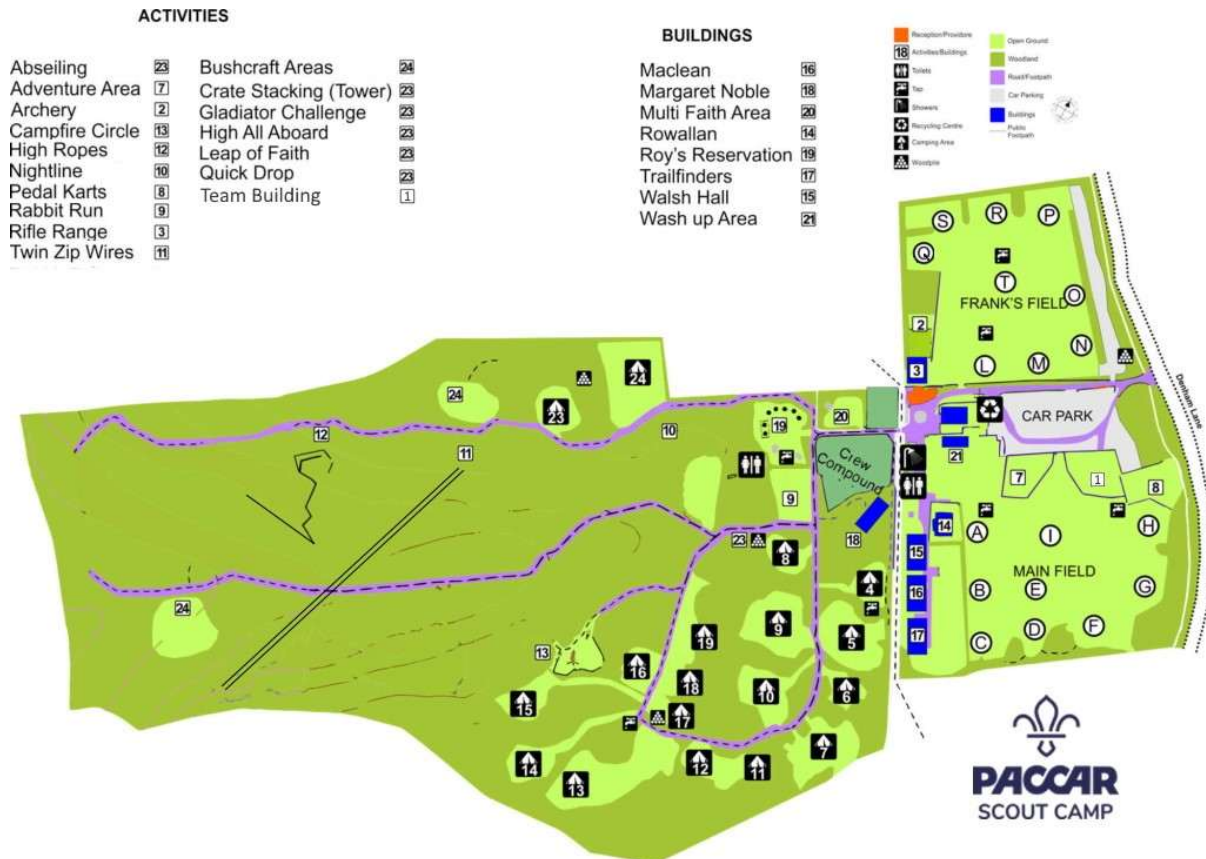


Leaders Notes : version 1.1

Camp location

PACCAR Scout Camp, Denham Lane, Chalfont St Peter, Buckinghamshire, SL9 0QJ

Camp map



Key dates

Friday 1st August – camp set up – access to site for adult volunteers only – from 8am

Saturday 2nd August – young person arrivals and check in, camp set up and opening ceremony/party

Sunday 3rd August – the full camp experience and first wide game

Monday 4th August – the full camp experience, volleyball and wide games

Tuesday 5th August – the full camp experience, volleyball and wide games plus zoo trips for specific groups/units

Wednesday 6th August – the Big Birthday Party – games, party food and more games - followed by the big campfire.

Thursday 7th August – the full camp experience, volleyball and wide games plus zoo trips for specific groups/units

Friday 8th August – the full camp experience plus zoo trips for specific groups/units followed by closing ceremony/party

Saturday 9th August – strike camp and dispersal

Arrivals and Departures

Camp set up

Vehicle access will be available on Friday 1st August for camp set up, but vehicles will need to be relocated to the car park at the end of the day.

Group Check-In

The Group Leader (or their designated deputy) for each Group must report to the **District HQ (Rowallan Building - Building 14 on map)** on Saturday morning for check-in (or otherwise when they arrive, if later in the week).

At Check-In we will:

- Confirm total numbers of participants for the week by section
- Confirm Leader mobile phone numbers to use in the event of an emergency
- Confirm emergency procedures and other Camp rules
- Provide your group's final on-site activity programme (by unit/group/section) – the final programme is already available at <https://www.richmondscouts.org.uk/happy-birthday-camp-2025>
- On-site activity map

Indoor Accommodation

If you have booked on-site accommodation for Adult Volunteers, please check in on arrival at the District HQ.

Indoor accommodation users will need to bring their own bedding (sleeping bag / sheets / duvet and pillows).

Young people set down

There are no set times for arrivals or arrival slots. The car parking will be managed by the District team on Saturday 2nd August for arrivals and Saturday 9th August for departures.

On Saturday morning, all campers will be directed to the Welcome Desk situated near the car park at the site entrance. At other times, Group/Unit Leaders need to ensure that they are ready to receive their young people and direct them to their camping location.

All Leaders and young people should arrive and depart in uniform.

Car parking will be managed as follows for arrivals and departures on both Saturdays:

- A, Young people drop-off and check in area
- B. Long stay leader car park
- C. Group transport – which will be permitted on-site for set up and break down.

Young people pick up

There are no set times for departures or departure slots. Leaders need to ensure that they are managing their young people meeting up with parents/carers as appropriate.

All leaders and young people should depart in uniform.

Striking Camp

Vehicle access to Groups sites will be available after all young people have departed on the Saturday until the end of Sunday 10th August or by arrangement with District HQ.

Lanyards with passes

EVERYONE on site, except PACCAR crew (who will wear PACCAR tops) must wear their lanyards with IDs when outside of their own camp site.

ANY ADULT not wearing a lanyard during the camp (except within their own campsite area) must be challenged and either ESCORTED to District HQ or ESCORTED OFF-SITE IMMEDIATELY and District HQ informed.

ANY YOUNG PERSON not wearing a lanyard during the camp (except within their own campsite area) must be ESCORTED to their unit/group camp site area – and if no-one is on the camp site, to the District HQ where a leader from their group/unit will be contacted to collect.

ID codes are:

B – Squirrels/Beavers
 C – Cubs
 S – Scouts
 E – Explorers
 YL – Young Leaders
 L - Leaders
 V – Volunteers/other adults

Numbers on site

To enable Groups/Units to provide sufficient resources for their party game on the Wednesday and badgework activity during the week there will be between 200 and 224 young person on-site or on the zoo trip during any day, as follows (correct as of 20/7/25):

	Sun	Mon	Tue	Wed Party!	Thur	Fri
Beavers	12	24	12	0	2	2
Cubs	36	34	44	57	43	43
Scouts	114	114	118	115	111	104
Explorers	46	46	55	56	52	51

Camp facilities and policies

Headings below in blue indicates that further information can be found on the PACCAR website, which can be found here (use control and click):

<https://paccarscoutcamp.org/the-site/facilities/>

Knife & Axe

Knives, axes, saws etc. may not be taken outside of the Group site where an appropriate risk assessment must be in place. There are no District activities involving knives.

Mobile Phones and young people

The use of mobile phones by young people on a Group site is a Group/Unit decision. However, please note that the District will not be providing any power charging facilities for young people's phones. We do not expect to see young people with phones during camp – camp life is much too busy for that. (see also – Photographs).

Photographs and images

There are a number of young people registered with the District whose photographs may not be used. Please let the District team know if there are any restrictions on photographing young people. Utmost care should be taken if there is a risk of photographing unknown young people, even by other young people. If in doubt, check with District HQ. Our Media team will be taking 'official' pictures throughout the camp.

Main Services Block

The main services block has separate facilities for boys, men, ladies and girls and each contain toilets, as well as washing and shower facilities.

24 hours Laundry

A commercial washing machine and tumble dryer are available for use at nominal charges.

Trolleys

Hand trolleys are available for transporting equipment to and from sites. These can be found adjacent to the main toilet block opposite the Flag circle. Please return them as soon as you have finished with them so others may use them.

Pits

Digging of pits for any reason is strictly forbidden.

Fires

Ground fires are strictly forbidden. Altar fires and fire bowls are available to borrow.

Firewood

Wood is available in the woodland area from wood stacks (created by the forestry crew who chop fallen trees) or by collecting fallen wood.

Dogs

No dogs are allowed on site.

Special Needs / Disabled

A dedicated toilet and shower facility is available for those with special needs. The code for the door is available from PACCAR reception and District HQ on arrival

Site Security

As above – lanyards with ID must be worn and visible when outside of your own Group site. This applies to all adults as well as young people. Additionally, CCTV is used and monitored by PACCAR crew.

Tuck shop

Located at the PACCAR entrance, the tuck shop will be open at various times. Group Leaders are expected to manage their own young people.

Phone charging

Charging of mobile phones (power packs) is provided free to Leaders. Standard 3 pin 13-amp power points (not chargers or cables) for this purpose are available at District HQ. Please use power packs to charge mobile phones as the mobile phones themselves (especially those designated as emergency phones) will be needed in the field. Leaders should label their charger, power pack, cables etc with their name.

Food deliveries to Groups

Food deliveries should be addressed to your Group at the PACCAR Scout Camp address and Leaders should be at the car park entrance to receive your delivery at the planned time.

Emergencies

First aid onsite

All Groups should bring a comprehensive first aid kit to deal with their own minor injuries.

In an emergency the relevant emergency services should be called and the PACCAR office and District HQ informed. PACCAR does not have a dedicated first aid room.

In the event of a major injury please notify the District HQ immediately.

Emergencies during an outing

In addition to Group Leaders on outings, an **Expedition Leader** will be appointed as the Leader in Charge / District point of contact for each external outing. In the event of an emergency all communications should be channelled through the Expedition Leader who will liaise directly with District HQ as appropriate.

How to contact a District Leader (Officer of the Watch)

A District Leader will be available 24/7 during camp. The District Leader will be located at the District HQ – Rowallan Building – reference 14. Or in an emergency, the Camp Chief (Lead District Volunteer) can be contacted on 0777 176 5662

Keeping up to date during camp

Updates will be available at the District HQ (e.g. times of games etc). In addition, there is a WhatsApp group for Leaders – the address is: Happy Birthday District Camp https://chat.whatsapp.com/EZK5LILmocw3BjUIQQSCs0?mode=ac_t

You can register your phone number at District HQ.

Camp locations

Petersham & Ham	D + F
Magellan ESU	M
3rd Whitton	24
2nd Mortlake	G
Burton ESU	H
2nd Whitton	9 / 10
7th Hampton	8
3rd Hampton	N
13th Twickenham	C + B
North Richmond	Q+S+R
1st Richmond	P + O
1st Whitton	L
East Sheen	6
Network	19
Beaver hut	18

Activities

On-site activities

The location of on-site activities are shown on the map and further copies will be provided with Leader packs.

Activities will be available Sunday-Tuesday and Thursday, Friday 10am-1pm (3 x 1-hour slots) and 2-5pm (3 x 1-hour slots). For Cubs, Scouts and Explorers the last slot of the day will be managed on a “Queue and Do” basis, with popular activities managed by the District team. Beavers have a separate programme which includes all age appropriate activities, for those staying on-site over 2 days.

Groups will be provided with final timetables for activities in their Leader packs. Each section will have their own timetable. **Note that activities will be shared between Explorers from different units and, in a number of cases, Scouts and Cubs from different Groups.**

If there is a clash, please make the District team aware – the definitive schedule will be posted on the District HQ wall. Please do NOT alter the programme – if any changes are need to be made, the District team will verify the change.

A very limited number on-site activities may be available for booking (except for Sunday and Wednesday and except for the queue-and-do hour). These will be activities which can be leader-led and will be released on a first-come basis each day at the District HQ – there are very few free activities early in the week. Maximum of 1 booking per section per Group please on any day.

Leaders are free to swap their timetabled activities **within** their own Groups/Units. If you wish to swap activities **between** Groups/Units – on a straight swap basis – a leader from both groups/units need to confirm the swap with the District team at the District HQ.

Groups/units CANNOT swap the days that they are going to the zoo.

NB: No permission for rifle range = no participation!

Restrictions

A number of on-site activities have restrictions, which are as follows:

	Recommended numbers	Age limits	Other restrictions
3G Swing	8 to 12	8 plus	
Abseiling	12		
Adventure Area	30	up to 11	
Archery Range	12	8 plus	
Circus Skills	30		
Climbing Wall	12		
Crate Stacking	12		
Gladiator Challenge	12	8 plus	
High All Aboard	12 (teams of 4)	8 plus	
High Ropes	12		min 1.4m tall
Laser Tag	12	8 plus	
Leap of Faith / Trapeze			
Nature Trails			
Nightline			
Pedal Go Karts	24		adult supervision
Pioneering			
Quick Drop			20kg to 110kg
Rabbit Run	24		adult supervision
Rifle Range	12	8 plus	specific parent/carer permission required
Team Building			
Tomahawk Throwing			
Zip Wire			

Badgework (by Groups, for Groups)

Groups are to provide a badgework activities for other groups to undertake during their free time. This is a group-to-group thing for booking – so that it's up to each group how many sessions you run and when and for how many participants.

The following badgework activities are planned:

Group/Unit	Activity
3 rd Whitton/Edmund H	INFORMATION AWAITED
PandH Sea Scouts	INFORMATION AWAITED
2 nd Whitton / Scott	INFORMATION AWAITED
7 th Hampton	INFORMATION AWAITED
13 th Twickenham	INFORMATION AWAITED
3 rd Hampton, Explorers	Pioneering activity badge – knots and lashings
2 nd Mortlake	Environmental Conservation badge
North Richmond & Explorers	Artist badge
1 st Richmond	Survival skills badge: 1. Build a basic shelter 2. Semaphores 3. Fire lighting using flint and cotton wool 4. Using survival shelters
1 st Whitton	INFORMATION AWAITED
East Sheen	INFORMATION AWAITED

Options for those not already providing an activity are:

- Backswood cooking;
- Personal safety;
- Entertainer (something for the camp fire?);
- Knife and axe

In addition, the District team will provide an A frame pioneering activity – to be booked via the District HQ.

Other activities

Hikes

Cubs, Scouts and Explorers can explore the local area with one or more hike routes selected by PACCAR. These vary from a couple of hours to all day. If you're thinking of completing one of the longer or more complex routes then your group/unit will need to bring an OS map.

Route options are as follows (control and click on the link for more information):

[Route 1 – CStP – CStGiles – Roberts Wood](#)

[Route 2 – Roberts Wood – Ch St Giles – Ch St Peter](#)

[Route 3 – Grand Union – Denham](#)

[Route 4 – Ch St Giles – Ch St Peter](#)

[Route 5 – CStP – Seer Grn – Ch St Giles](#)

[Route 6 – Ch St Giles – Seer Grn – Ch St Peter](#)

[Route 7 – Night Hike](#)

Explorer sheet 172 should be purchased in advance or there may be some available to borrow from District HQ.

Pioneering

PACCAR has an extensive range of pioneering equipment and it is available to hire on a daily basis.

Why not use their aerial runway equipment to work towards your Pioneer Activity Badge?

Orienteering

Try your hand at navigating one of PACCAR's three permeant orienteering courses? The courses vary in length to allow you to choose one suitable for your groups ability or the time available to you!

Evening games

Wide games

As last year, we plan to run wide games – but participants will need to be managed by one of their leaders, to ensure that it is run safely.

The timetable is (all evenings – start time 7:30pm and location to be confirmed):

- Sunday – Cubs (for early week participants);
- Monday – Scouts;
- Tuesday – Explorers;
- Thursday – Cubs (for later week participants)

Registration at District HQ during camp, subject to any space constraints – for more information on the Wide-game programme, see below;

Volleyball competition

The game will be a bit different – not a knockout competition, but run on points – points scored and points difference. Any tie on points and difference will have a playoff.

The timetable is (all competitions commencing 7pm):

- Monday – Cubs;
- Tuesday – Scouts;
- Thursday – Explorers;

Registration at District HQ during camp – there must be an even number of teams!

Happy Birthday Party

Apart from food, you need to have set up your activity and grand lunch party (tables/chairs) by 10am. We're hoping for a street party feel!

The timetable for the day is currently planned as follows:

- 1000 – 1200 Big Birthday Party – party games provided by units/groups;
- 1230 – 1330 Big Birthday Party – party food;

- 1400 – 1530 Big Birthday Party - games and music provided by District;
- 2000 – 2130 The Big Camp fire

Activities

These activities are provided by Groups on the Wednesday morning on the main field/by the stage. The activities are:

Group/Unit	Activity
3rd Whitton/Edmund H	Splat the rat
PandH Sea Scouts	INFORMATION AWAITED
2nd Whitton / Scott	Colour run (subject to site approval) <i>participants should bring clothes that can be thrown away</i>
7th Hampton	mass musical bingo (all participants)
13th Twickenham	Pass the parcel
3rd Hampton, Explorers	Pin the tail on the donkey
2nd Mortlake	Head, Shoulders, Knees, Toes
North Richmond & Explorers	Tomahawk throwing
1st Richmond	Giant Kerplunk
1st Whitton	Piñata water balloons
East Sheen	Human knot / Rope puzzle

External trip

Coaches will depart for off-site activities from the car park at 09:00 promptly.

Those participating in external trips should wear their scarves and lanyards

The number of adults required to accompany Groups and Units are set out in the following table. No additional adults are able to travel unless already booked with the team. Any additional adults are likely to need to make their own way to the zoo and pay their own entry cost.

	Tue		Thur		Fri	
	Adults	Young	Adults	Young	Adults	Young
3rd Whitton/Edmund H	3	14				
PandH Sea Scouts	5	27				
2nd Whitton / Scott			5	36		
7th Hampton			4	17		
13th Twickenham	4	24				
3rd Hampton, Explorers	3	9				
2nd Mortlake					8	49
North Richmond & Explorers	2	3			3	14
1st Richmond	2	2	3	15		
1st Whitton			2	7	2	7
East Sheen	2	4				

The table does not include additional adult leaders agreed to accompany groups

There will be a nominated coach “leader” for the trip to ensure that the same number of people who board the coaches in the morning alight in the evening and liaise with HQ as necessary. Unit/group leaders will be responsible for their young persons within the zoo.

Daily programme

General

Please ensure that all young people are accounted for on your camp site/location between 11pm and 7am. No noisy games are permitted on sites between 8pm and 8am.

Activities run 10am to 1pm and 2pm to 5pm, with planned activities lasting 1 hour maximum.

All young people on-site should be within their camp site locations for lunch 1-2pm.

Adults can make use of free tea and coffee at the District HQ during the day. In the evening, the District HQ will host “*The Watering Hole*” until 11pm for adults to purchase a variety of soft and alcoholic drinks – it is a pay bar, which will be card only. The Scouts Alcohol Policy (Green Card rules) will apply.

Saturday

No on-site activities are open.

Opening party will be no earlier than 6:30pm (so you can have your supper beforehand), at the stage in the main field. Please ensure that young people do not bring chairs, unless related to disability.

Sunday

Explorers and Scouts - on-site activities or options (badgework, hikes, pioneering, orienteering or downtime)

Cubs and Beavers – on-site activities throughout the day

Queue and do 4-5pm

Evening wide game – for Cubs

Monday

Cubs, Explorers and Scouts - on-site activities or options

Beavers – on-site activities throughout the day

Queue and do 4-5pm

Evening wide game – for Scouts

Evening volleyball competition – for Cubs

Tuesday

Cubs, Explorers and Scouts – zoo trips for allocated groups, on-site activities or options

Beavers – on-site activities throughout the day

Queue and do 4-5pm

Evening wide game – for Explorers

Evening volleyball competition – for Scouts

Wednesday

This is our Birthday Party day, with activities put on by Groups/Units in the morning and District team in the afternoon, following the great Birthday Party.

All activities on the main field

In the evening will be the District campfire.

Thursday

Cubs, Explorers and Scouts – zoo trips for allocated groups, on-site activities or options

Beavers – on-site activities throughout the day

Queue and do 4-5pm

Evening wide game – for Cubs

Evening volleyball competition – for Explorers

Friday

Cubs, Explorers and Scouts – zoo trips for allocated groups, on-site activities or options

Queue and do 4-5pm

The closing party no earlier than 6:30pm

Saturday

No activities – departure day.

Bonus programme for Explorers

A separate programme for explorers is available IN ADDITION to the on-site activities, zoo trip, volleyball competition, Wednesday birthday party, pioneer options, hike options, badgework options.....Explorers/YLs will have a number of activities available to them which are *exclusive* to Explorers such as the Water Mortars, the Wet Slide, Wide Game and a whole bunch of things (including edible things!) in the E-Zone all of which is classified information!

Wide-game notes

Teams size – no more than 8 young people per team (+1 accompanying leader where required)

For the wide games to run, every participating Group must put forward a Leader to run a wide game base in the woods. They must be at the start point from 19:30 on the day their Group has a team(s) participating.

Any team not present at the start point by 20:00 may lose their team slot.

- Sunday 6th - Level 'Easy' - Cubs who are staying all week and are not playing later in the week plus Cubs only staying 1st half of week – a schedule will be confirmed (accompanied by one leader per team, in addition to the 8 participants). Torches allowed, no scary creatures in the wood.
- Monday 7th - Level 'Medium' - Scouts (accompanied by one leader per team, in addition to the 8 participants). Torches allowed.
- Tuesday - Level 'High' - Explorers (unaccompanied) One Torch per team.
- Thursday - Level 'Easy' - Cubs who are staying all week and not played on Sunday plus Cubs only staying 2nd half of week (accompanied by one leader per team, in addition to the 8 participants). Torches allowed.

Volleyball notes

Teams of 6. Explorers can make up their own teams. Scouts and Cubs who have less than 6 team members on-site can have one additional player from Explorers or Scouts respectively.

Teams will play only once – there will be a running ladder, with team scores and points difference deciding the position on the ladder until there is a winner. If there is a tie at the end, then there MAY be a playoff.

Risk assessments

There are risk assessments for all on-site activities which are provided by PACCAR. These can be found on the PACCAR website (control and click on the link):

<https://paccarscoutcamp.org/activities-at-paccar-scout-camp/>

As a part of your NAN form, you will need to upload a risk assessment.

You do need to write a risk assessment for the following as a minimum:

- Travel to/from PACCAR;
- Badgework or related activities provided by your Group/Unit for (a) themselves and (b) other groups/units;
- Games provided by your Group/Unit during the Wednesday Happy Birthday party;
- All catering/Happy Birthday party catering – including hygiene and managing allergy risk, as appropriate;
- Any other on-site activities you provide for your young people not provided by PACCAR or District team, including any camp fire activities provided by your group/unit, as appropriate;
- Any other off-site activities you choose to do, including off-site hikes;
- Generic camping risk

But you don't need to include the following within your Group/Unit risk assessment:

- activities provided and run by PACCAR within the site
- activities and games provided by the District team:
 - Volleyball competition
 - Wide games
 - Games provided by District during the Wednesday Happy Birthday party
 - Badge work activities provided by District
 - The camp fire elements organised by the District team
 - Off-site trips organised by the District team – e.g. zoo trip, including coach transport

Check list

Have you.....

- notified the District Team as to the Scout activity that you're delivering for other Scout Units/Groups which they can book in with you at mutually convenient times?
- notified the District Team as to the game or activity that you're delivering for the Wednesday morning Birthday party?
- notified the District Team of anyone doing their party piece for the Wednesday evening camp fire?
- got a team for the Volleyball competitions?
- decided which Cubs will do the wide games on Sunday and Thursday?
- done your risk assessment and NAN forms?
- got your contact information and medical information for your young persons?
- got your rifle shooting permission forms?
- Informed parents/carers where to drop off and collect and date/time – and that they will NOT be permitted to go into the camp site?

And finally....

Have a great camp!