

FORGIVEN AND FREE

Leader's Guide

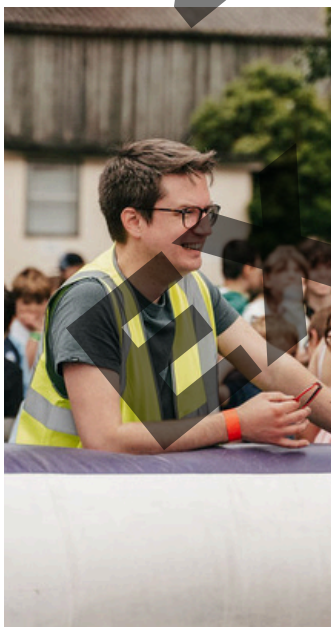
Essential information for all
leaders at Spree SW 2025

This guide contains essential information that will help you have a safe and happy weekend at Spree SW. Please take the time to read through carefully as there are updates from last year.

Checklist for Group Leaders

Group Leaders will receive this via email before arrival. If you haven't received it, please email: info@spreesw.org

- Leaders Guide:** [Download](#) and share with all Adult Helpers in your group to read through before arrival. Printed copies will be available in your arrival packs.
- Gas Stove Risk Assessment:** [Download](#), complete and share with your Adult Helpers. Hand in a paper copy upon arrival.
- Parental Consent Forms:** [Download](#), print and share with all parents/carers of ALL delegates under 18. Hand in upon arrival. Keep your own copy securely onsite.
- Safer Recruitment Agreement:** Complete online prior to arrival to say that EVERY person over 18 in your group will have been through a thorough safer recruitment process before Spree SW. More details in the agreement.
- Vehicle Passes:** Print and share with ALL drivers arriving on-site over the weekend (including food drop-offs and set down teams). Complete and display on dashboards. Drivers will not be allowed entry onsite without a pass.





Set-up Teams: Can arrive between 10:00 and 16:00 Friday without tickets or DBS checks. Group Leaders must ensure set-up teams leave by 16:00. All vehicles must be off-site or in the car park by 16:00. Ensure peg stakes for marquees are no longer than 300mm to avoid electrical hazards.

Camping Zones: Group Leaders will have been informed which camping zone they have been designated in the week leading up to Spree SW. If you're unsure, head to Info Point.

Check-in: Group Leaders should register at the Info Point between 10:00 and 16:00 on Friday. If arriving later, check in immediately. Have an up-to-date group list, two copies of parental consent forms for each young person, and the Gas Stove Risk Assessment ready. If anyone in your group has accessibility needs and may require support during an evacuation, please inform us at check-in.

Group Packs: Group Leaders will be given a pack containing: Leader Guides, Programmes, group sign (to hang in your camping area) and wristbands for each delegate. Please ensure EVERYONE in your group wears their wristband straight away and is visible for the duration of the weekend.

Children & Young People: Arrivals from 16:00 Friday. Drivers must present a Vehicle Pass on arrival and display on dashboard at all times. Parents/carers can drop off children at their camping zone. Group Leaders to ensure they leave within half an hour. Without a pass, drivers can't access the car park until given one by the Group Leader.

Friday Evening Meal: Consider your set up arrangements for cooking on the Friday evening, why not ask young people to bring packed meals or purchase from on-site food vans?

Opening: The official welcome will start at 20:00 in Deeper (main arena) though some activities will be open from 18:00.

WhatsApp Group: Please encourage all your leaders to join the WhatsApp group for the weekend. It's really important you have at least one leader from your group on here. There's no chat spam, just important updates. Scan the QR code or ask at the Info Point.



Check-ins: All delegates arriving Sat or Sun to check-in at Info Point. Under 18's to be accompanied by (or met by) a Leader at entrance gate and Info Point.

Check-outs: All under 18's, leaving site before Sunday 14.30 to come to Info Point to receive a check-out ticket to hand to the exit gate Stewards. They will need to be accompanied by a Leader at both Info Point and exit gate. Adults do not need to check-out.

Out-of-Hours Arrivals & Departures: Night security will request your name and church group at the exit gate. No under 18s will be allowed on or off-site without a leader present. Out-of-hours is 11PM-8AM.

Food & item drop offs: Any groups arranging food or item deliveries over the weekend, must be provided with a Vehicle Pass for site access. They will need to hand over any food or items to their Group Leaders in car park; they won't be permitted onsite.

We'll be sending out a helpful video with information on arrivals and departures to Group Leaders.

2025 SAMPLE



Disclosures: Bridget Down is the Safeguarding Coordinator for Spree SW and Paul Friend is the Deputy Safeguarding Coordinator. Any disclosed or suspected abuse within your group, and not affecting anyone outside your group, should be dealt with by your team following your own safeguarding procedures/policy. It is important that these are still reported to Bridget Down via the Info Point. If another group, or an individual at Spree SW from outside your group is involved, then the matter should be reported to Bridget Down at the Info Point straight away without referring it to anyone else. If the Info Point is closed please contact the Emergency number: 07729 762775.

Best Practice: Please follow the best practice advice for working safely with children and vulnerable adults contained in the safeguarding policy you normally use. It is good practice that any adult helpers with you who don't normally work in your group should be treated as 'trainees' and supervised by the experienced leaders when they are with children/young people.

Ratios: Please ensure that you have an appropriate adult-child ratio, according to the ages and needs of your group. Mixed groups must ensure there are male and female leaders present. Under 8's attending with their parent/carer must be supervised by them at all times.

Wrist Bands: All adults including vendors and activity staff should be wearing a Spree SW wristband. Please politely challenge any adult who is not wearing one and report any suspicious activity to the Info Point. All suppliers on site are insured themselves but not necessarily DBS checked so please be extra vigilant.

Photos: We are aware some leaders will have permission to take photos/video of their group to share with parents – please however be careful and vigilant to not include those from other groups. Spree SW has a media team who will have special blue high vis jackets on. Anyone else should be challenged if taking pictures/video of your group.



Charcoal BBQ's & Open Fires are NOT permitted anywhere on-site. Camping gas cookers or gas BBQs are allowed. Please store gas cylinders upright in non-sleeping areas, well away from naked flames and other heat sources.

Fire Safety Equipment: If you are cooking with gas you are required to bring with you a small portable dry powder fire extinguisher. We will provide you with a bucket and fire blanket at check-in. Ensure all adults in your group are familiar with where your nearest fire point is located, where there will be a large dry powder fire extinguisher, fire blanket and sand bucket.

Butane/Propane Gas Cookers should never be used inside an enclosed area as the risk of fatal carbon monoxide poisoning is high. Always cook in the open air. Ensure you have taken into account your Gas Stove Risk Assessment that Group Leaders will have completed prior to the weekend. These include control measures that should be followed to reduce fire and carbon monoxide poisoning risks.

Food Preparation - We highly recommend at least one adult on your team has a current Food Safety in Catering Level 2 award or equivalent and oversees catering. This is especially important if any in your group have food allergies or intolerances.

General Waste & Recycling: All waste including: card, paper, plastic, tin, bagged food and all other general waste, should be minimised and placed in the recycling skip bins located throughout the camping areas. There is no need to separate recycled items. Please note, glass is not permitted on-site.

Greywater: Dirty water from washing up, brushing teeth, washing etc. must be disposed of in the marked liquid waste containers (shown on the map). Please ensure your group know NOT throw waste liquids onto the grass.

Blackwater: Toilet waste from caravans/campervans must be taken away from site with you. We do not have the facilities to deal with this at Spree SW.

Toilets: Westpoint provide plenty of indoor toilets (including disabled toilets) located in the Main Venue. We also provide additional portable toilets close to the camping areas for use mainly at night.

Hand-washing: For the health and hygiene of everyone onsite, please encourage your group to wash their hands regularly. We will provide hand sanitising stations near the portable toilets and there will be hand washing facilities available in the toilets.

Showers are located in the Main Venue near the indoor toilets. There will also be some portable showers near the camping areas.

Water Points: Drinking water is supplied in each camping area from the mains water supply. These are the ONLY places where drinking water and water for cooking should be obtained. Please ask your group not to waste water unnecessarily.

Alcohol is NOT permitted on-site.

Smoking & Vaping is NOT permitted on-site. If anyone would like to smoke or vape over the weekend we would ask them to leave Westpoint premises to do so. Anyone under 18 must be accompanied by an adult.

Catering Vans: Vans selling hot foods, snacks, drinks will be open from 18:00 on Friday to 14.30 on Sunday

Food Deliveries: If receiving any food deliveries from volunteers or companies, please arrange to meet them at the main gate. Deliveries will not be permitted on site.

Freezer for BYO Ice Blocks: Consider bringing labelled spare ice blocks and storing them in the freezer in the Leaders Lounge.

Supermarkets: The closest 24 hour Tesco Extra is a 12 minutes drive (EX2 7EX). For smaller items, Greendale Farm Shop is 4 minutes drive (EX5 2JU).



Additional Needs:

We want Spree to be a welcoming and inclusive space where all children and young people can explore and grow in faith.

We're continuing to develop our provision in this area and are excited to share what's planned for 2025.

Mark Arnold from Urban Saints will be on site throughout the weekend as our Additional Needs Lead. A Sensory Space will be available during activity times in the Explore venue, offering a calm environment with helpful resources for regulation.

Each of the six main venues will include a sensory tent with resources and a team member available to support Leaders in helping children and young people engage with the session as needed.

On arrival day, there will be an Additional Needs Check-In at the Info Point for any leaders or young people with questions or individual needs to discuss. We'll also offer an early arrival tour for those who would benefit from seeing the site before it gets too busy.

If your group requires BSL support, please let us know by **31 May** so we can make suitable arrangements.

Leaders Briefings: Its really important that one leader from your group attend these three briefings. They will take place in the Explore Venue at the following times:

Friday 19.00, Saturday 8.00, and Sunday 8.00

Leaders Lounge: Located in the main venue will be open all weekend. This is a child-free space where leaders can chill-out and grab some free refreshments. Please bring your own cup or mug for hot drinks!

Info Point: Located at the entrance to the Main Venue. This is where you should go to find out about anything at all to do with Spree SW. All injuries, illnesses, damage to the site or property/equipment being used on site should be reported here immediately.

First Aid is located in the Main Venue near Info Point. A specialist First Aid Team will be available onsite all weekend. When bringing a young person to First Aid, bring their parental consent form. If someone cannot move, or moving them may worsen an injury, inform First Aid immediately.

Phone Charging: For groups without electric hook-up, there are two phone charging stations. The Leaders station is at the Info Point and young peoples' in the Arcade located in the Main Venue. Any phones left are done so at the owners risk.

Venues: There will be six different venues at Spree SW. Checkout the content, timings and venues in the programme. Leaders are encouraged to help young people choose the venue most suited to them and attend with them.

There is a natural and intentional overlap between some of the age-groups/venues. Please help your group to go to the meetings in good time!

Small Group Leader Guides: At each venue, leaders will be provided a Small Group Leader Guide. Please keep this on you for each session, as these will guide your prayers and discussions with young people. Digital copies are also available on the Website's Group Leader page.

Detached Teams

During sessions, Dorset Youth For Christ will be providing a detached team to support groups with any children and young people who are struggling to engage with the main sessions. They will mainly be supporting the Create venue, but floating around the site to engage with anyone out of sessions and supporting youth and children's leaders with this.

We are also pleased to have a night detached team from 11pm-2am from Fuel Youth Initiative to help encourage young people back to their tents/groups if out and about during that time. Group leaders remain responsible for their groups but these are two extra bits of provision to support group leaders during sessions and at night.



Set Down Teams: Can arrive from 13:45 on Sunday with a Vehicle Pass displayed. Vehicle access to the site will be limited to 45 minutes for pack down teams only. Ensure any set-down team arriving before Spree finishes at 14:30 have been included in your Safer Recruitment Agreement.

Parents/Carers: Can arrive from 14:30 on Sunday with a Vehicle Pass displayed. Stewards will direct them to park before walking to collect their children from their camping zones. Group Leaders will be responsible for releasing children to their parents/carers. Full vehicle access will open when it is safe to do so.



You weren't meant to lead alone.

Whether you're brand new to ministry or have decades of experience, **360 Community** is here to support, equip and encourage you. Designed for children's, families and youth leaders across the South West, it offers year-round rhythms of support, connection and growth.

What's included?

Annual Retreat

Space to rest, reflect, and reconnect with the community.

Learning Communities

Termly online book groups with live author Q&A.

Call to Prayer

Weekly 30-min online prayer with others in ministry.

Small Groups

Monthly local gatherings for support and reflection.

Annual Conversation

A check-in with you and your line manager to review and support.

Professional Development

A day of expert training at Lee Abbey, North Devon.

Annual Commissioning

Prayer and blessing to start the year with the SWYM team.

Paraklesis Membership

Associate membership with exclusive resources.



To learn more and apply, visit:
swym.org.uk/360





STEWARD

What to do in an Emergency

Injuries & Illnesses

DO NOT call the emergency services yourself. Report to the First Aid Team (available 24/7) or Info Point (open 8AM-11PM) immediately.

Fire

If you discover a fire in your camping area:

Use the bell at the nearest fire point to make everyone aware of the situation.

Ensure everyone in your group is in the nearest assembly point and supervised. Check all are accounted for.

DO NOT tackle the fire with extinguishers unless the fire is small, easily contained, well away from any fuel source OR someone's life would be in immediate danger without your intervention.

DO NOT call the emergency services yourself. Call the emergency number below immediately.

Damages

Any damages to site, property or equipment must be reported to the Info Point immediately.

24/7 Emergency Contact Number:

07729 762775