

UNSTOPPABLE

Leader's Guide

Essential information for all
leaders at Spree SW 2026

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

- Tickets (NEW for 2026):** Make sure everyone in your group has their QR ticket ready for arrival - printed or on their phone. Tickets are emailed to the person who booked
- Leaders Guide:** Download and share with ALL Adults in your group to read through before arrival. Printed copies will be available in your arrival packs.
- Gas Stove Risk Assessment:** Complete NEW online form and share with your Adult Helpers before arrival. No need to hand in paper copy this year.
- 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.





New Checkpoint: Please ensure everyone in your group has their own ticket ready to be scanned at the new checkpoint. Tickets will be emailed to whoever booked them. This will operate from 4pm on Friday until 2.30pm on Sunday. If arriving/departing site before Spree finishes on Sunday, everyone will need their ticket ready to show at checkpoint.

NEW Early Set up: We are introducing a new Thursday evening setup option. Up to 40 pre-booked groups can set up camp equipment on Thursday between 5–9.30pm. To pre-book your slot or for further information, contact us before 8 June.

Set-up Teams: Can be onsite between 10am and 4pm Friday (without tickets or DBS checks). Group Leaders must ensure set-up teams leave by 4pm. All vehicles must be off-site or in the car park by 4pm. 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 to register at the Info Point between 10am and 4pm on Friday. If arriving later, register immediately on arrival. Bring paper copies of parental consent forms for all under 18s (and keep a copy for your own records). Inform the Info Point if anyone in your group may need additional support during an evacuation.

Group Packs: Group Leaders will be given a pack containing: Leader Guides, Programmes, group name (to hang in your camping area). Please ensure EVERYONE in your group has gone through the new checkpoint and their wristband is visible for the duration of the weekend.

Children & Young People: Arrivals from 4pm Friday. They will need to have their tickets ready at the checkpoint. Drivers must present a Vehicle Pass on arrival and display on dashboard at all times. Parents/carers will be given a temporary wristband if they want to 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.

Opening: The official welcome for everyone will start at 7.45pm in Deeper (main arena) though some activities will be open from 6pm.



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 to arrive at the new checkpoint with their ticket. Ensure a leader meets any under 18s arriving outside the main Friday arrival time.

Check-outs: All under 18's, leaving site before Sunday 2.30pm to be accompanied by a Leader at the checkpoint. Don't forget to show your ticket 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 an adult onsite (at the checkpoint) they won't be permitted onsite.



Here's a short [video](#) with everything you need to know about arrivals and departures – this will also be shared with Group Leaders ahead of the weekend.



Disclosures: Bridget Down is the Safeguarding Coordinator for Spree SW with Harri Sharp, Wendi Davies and Paul Friend as Deputy Safeguarding Coordinators. 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.

SWYM Safeguarding User Guide:

A simple SWYM Safeguarding user guide is available at <https://swym.org.uk/safeguarding/>

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. Visit Info Point for wristband replacements. Replacements cost 50p, so please keep your wristband on!

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. A bucket of water and a fire blanket should be kept close to your cooking area. A limited number will be available at the Info Point if required. 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.

Emergency Assembly Point: Make sure you know where this is – you can find it on the programme map. If you're asked to move somewhere else, please follow instructions from the Spree team.

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 accessible toilets) located in the Main Venue. We also provide additional portable toilets close to the camping areas for use mainly at night. A torch will come in handy for late-night trips to the toilets.

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.

IMPORTANT INFO

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 6pm on Friday to 2.30pm 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: Tesco Extra is a 12 minute drive (EX2 7EX), opening hours 6am - Midnight Friday & Saturday and 10am-4pm on Sundays. 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 are continuing to develop our provision in this area and are excited to share what's planned for 2026. Mark Arnold from Urban Saints will be on site throughout the weekend as our Additional Needs Lead. We have a new additional needs venue called Belong, located in a quieter area of the site, offering a calm environment with sensory and regulation resources, including access to an outdoor space. Belong is part of a wider offer across Spree to support a range of additional needs during activity time.

Significant/Acute Support Needs:

Belong will run pre-registered sessions alongside the main venue timetable, exploring similar content to the Unstoppable theme in a more flexible and accessible way. Spaces are limited - to find out more and pre-register, scan the QR code below.

Pre-Register for Belong Sessions [Here:](#)



Lower Support Needs: All main venues include sensory resources, trained team members to support engagement, and designated safe spaces. Belong will also be open as a drop-in space for anyone during scheduled activity times.

BSL Support: Let us know by 31 May if anyone in your group requires BSL so we can make suitable arrangements.

Further Information: Head to the Info Point where you can connect with the Belong team. Early arrival tours are also available for anyone who would like to see the site before it gets busy.

Leaders Briefings: It's really important that your Group Leader attends these briefings as we will be sharing really important information. They will take place in the Explore Venue at the following times:

Friday 6.45pm Saturday 8am, and Sunday 8am

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 now located in the corridor behind the book shop. There will be a specialist First Aid team ready to help you with any injuries or issues over the weekend. Come to Info Point if you are unsure where to go. 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. Don't forget to bring a small first aid kit for your group for minor injuries.

Venues: There will be seven different venues at Spree SW. Check out 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.

Phone Charging: Limited charging points are available in the Leaders' Lounge and Arcade for groups without electric hook-up. Phones are left at your own risk. **NEW for 2026: power bank hire at Info Point.**

Detached Teams

During sessions, there will be 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-3am 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.



Leaving the Showground can take a while; our team and traffic services will manage vehicles as efficiently as possible, but please allow extra time for getting off site.

Set Down Teams: Can arrive from 1:45pm 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 2:30pm have been included in your Safer Recruitment Agreement.

Parents/Carers: Can arrive from 2:30pm 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?

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

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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.

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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

Emergency Quick Reference

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

Raise alarm using nearest fire bell
Move group to nearest assembly point
Account for everyone
Only use extinguisher if safe
Do NOT call emergency services
Call emergency number

Major Incidents

Bomb threat (very unlikely):

Stay calm, keep caller talking.
gather info, note details, call emergency number
Follow instructions from Emergency Response Lead

Ongoing threat (very unlikely):

RUN – stop event, open exits, get everyone out safely
HIDE – if not possible, stay hidden, phones silent, no noise
TELL – when safe, report to Emergency Response Lead
Follow instructions from Emergency Response Lead

Damages

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

24/7 Emergency Number: 07729 762775