



@Rutland Show Ground  
12th to 14th June 2026

# ALL STAFF MEETING

31<sup>st</sup> May 2026

This meeting will be recorded.

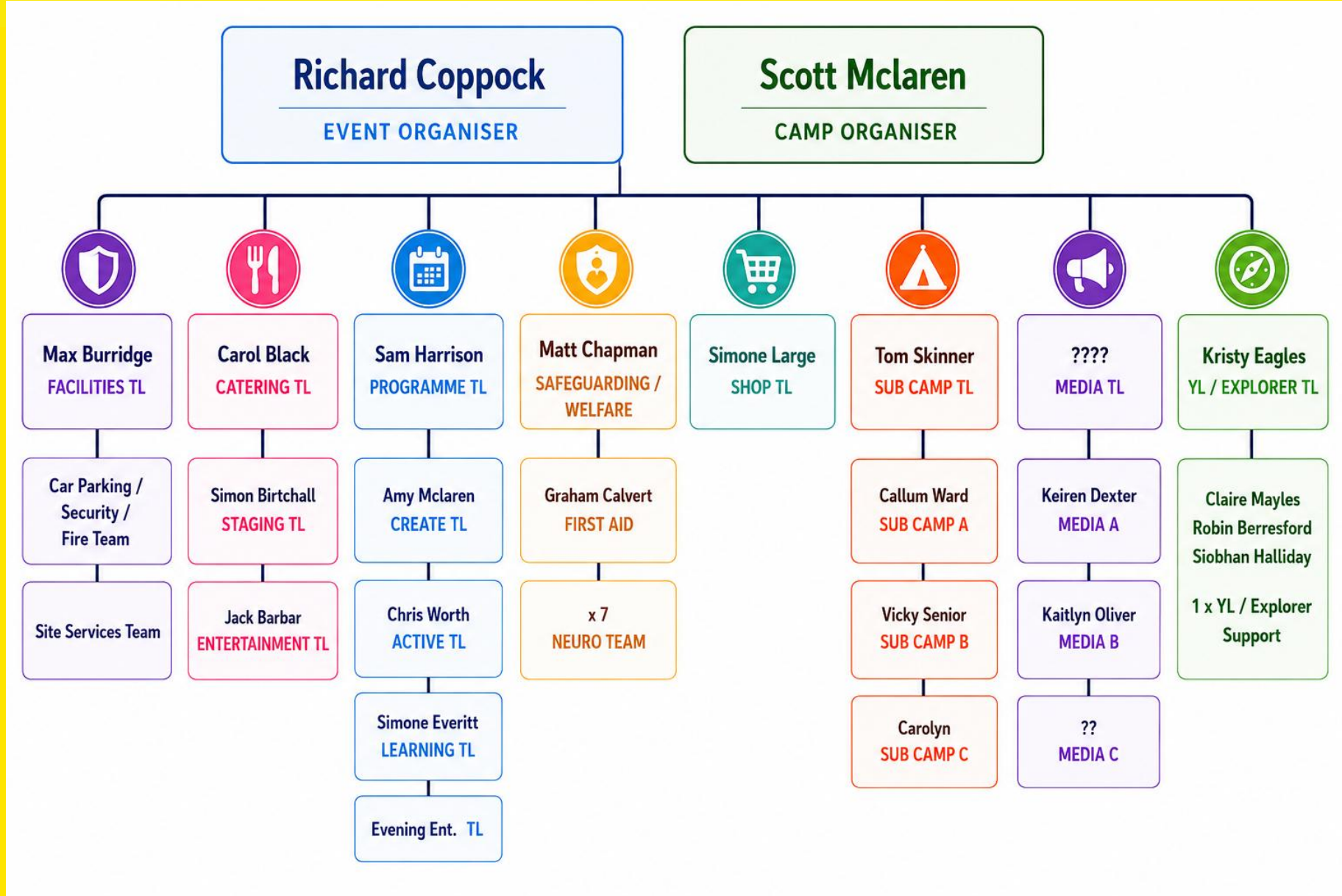
Please mute yourself and feel free to ask questions in the  
zoom chat

**Thank you for Volunteering  
for cubJAM'26**

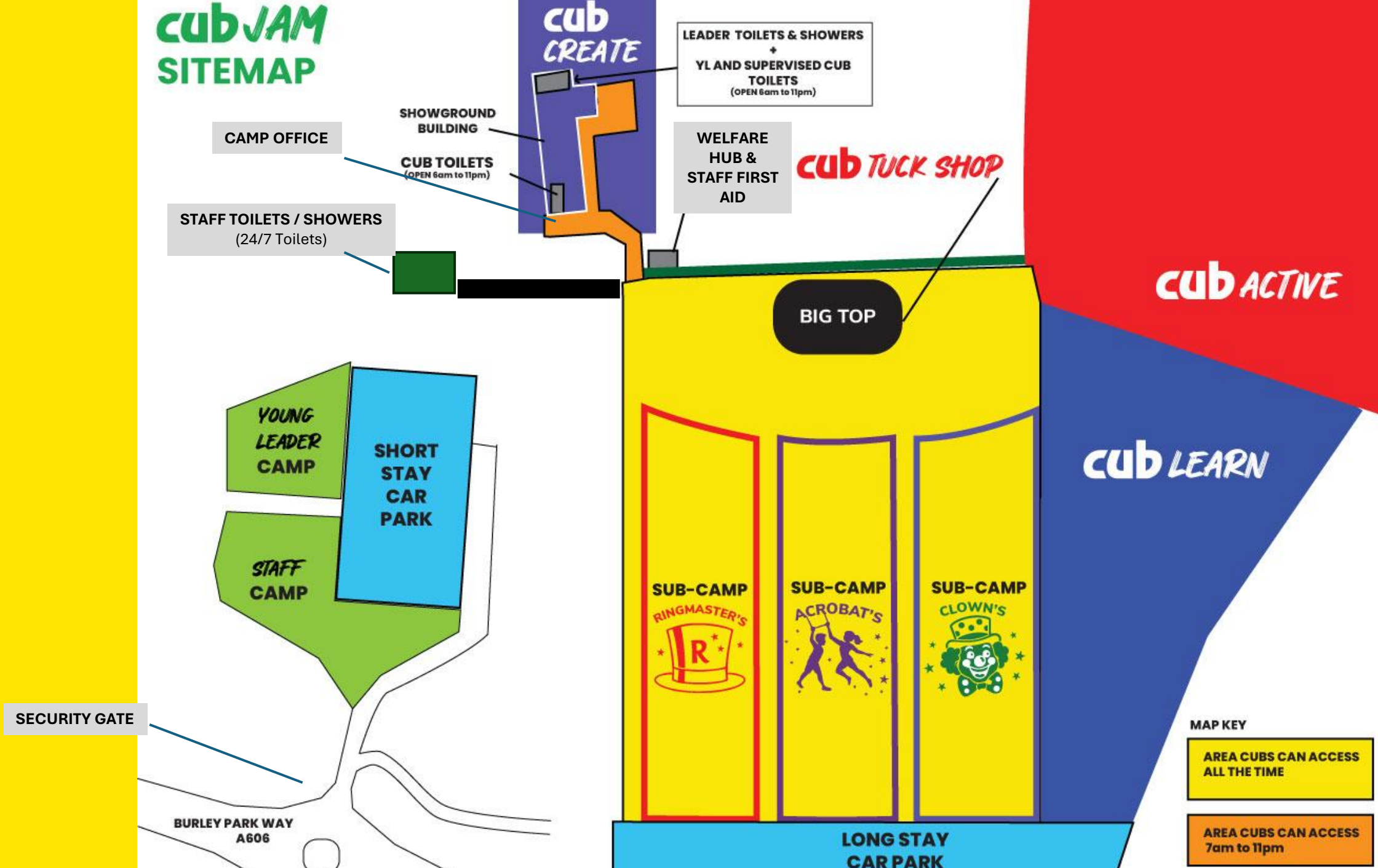
**This would not be possible  
without your support.**

# What we will cover today

- Who's Who!
- Campsite build
- Staff Arrival
- Campsite Key Points
- Programme Key Points
- Pre-Departure
- Departure
- Safeguarding
- Risk Assessments
- Questions & Answers



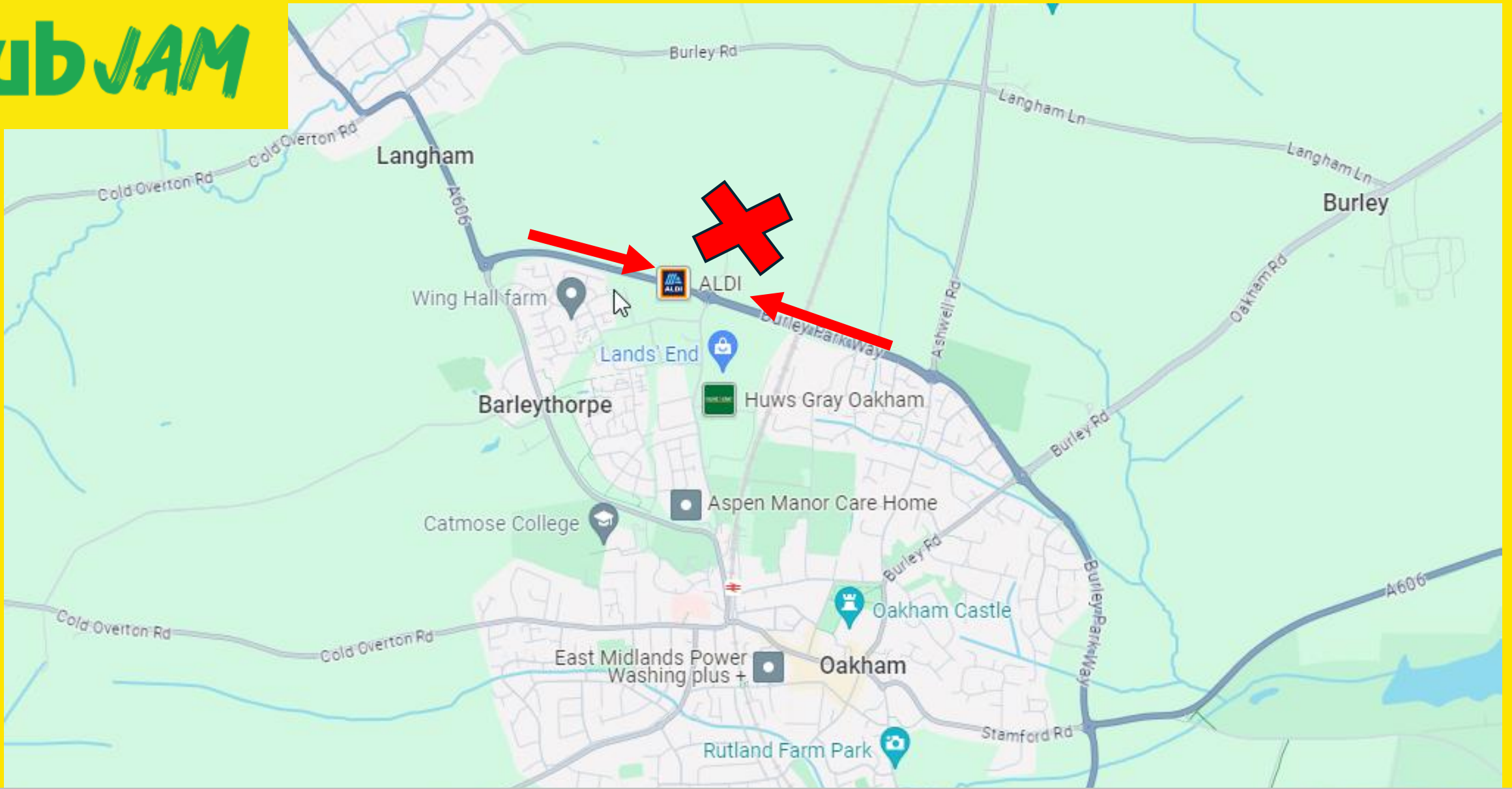
# cub JAM SITEMAP



**MAP KEY**

- AREA CUBS CAN ACCESS ALL THE TIME
- AREA CUBS CAN ACCESS 7am to 11pm

**cubJAM**

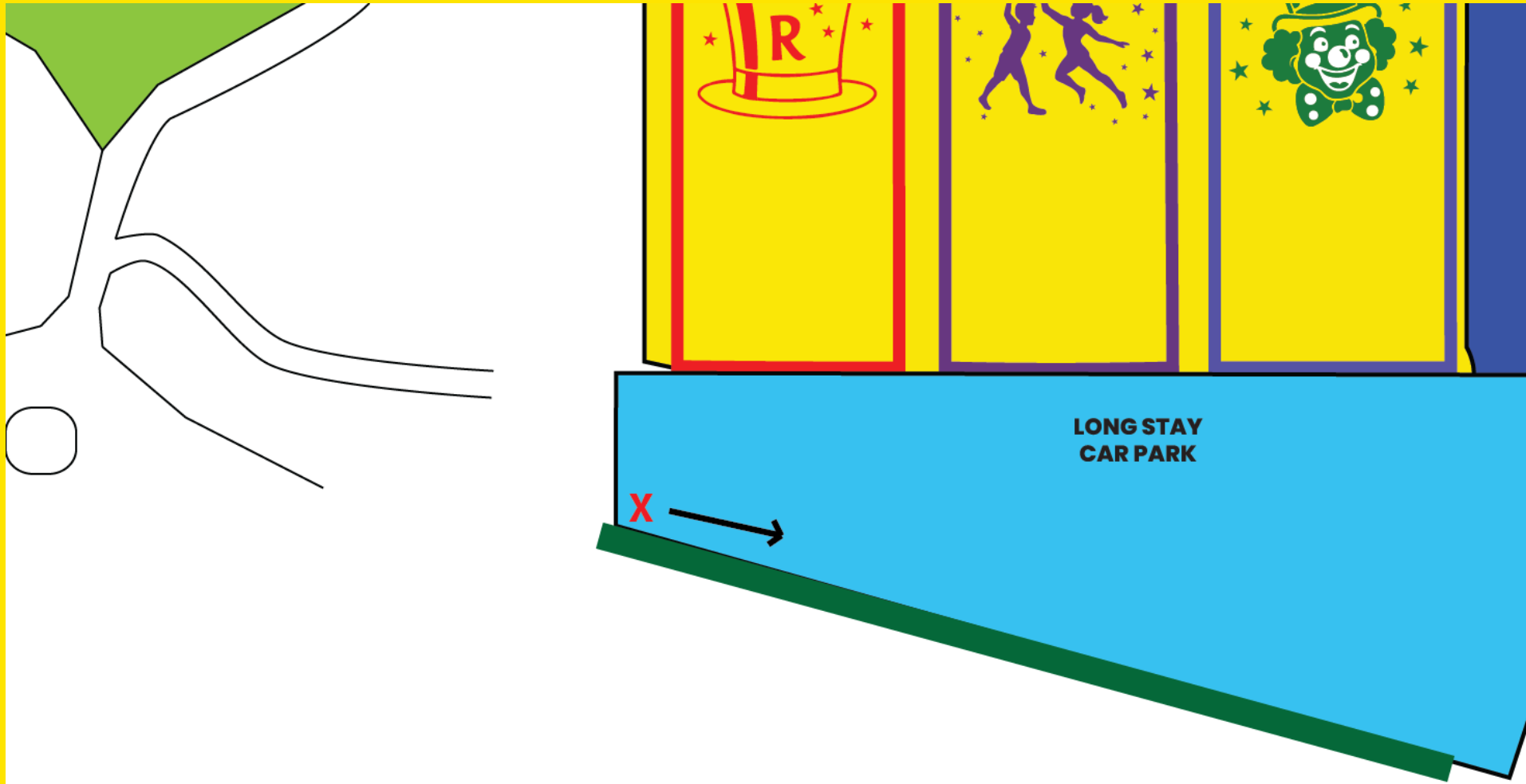


Finding Rutland Showground – Please use the bypass and follow road signage for Rutland Showground - What 3 Words - [///easily.avoid.pinks](http://easily.avoid.pinks)

## Campsite Build & Arrival

- Camp build will be starting early in the week before cubJAM, this is only for those who have been asked to help and Sub Camp Teams.
- Anyone who would like to arrive early and help with Security on Thursday or Friday please liaise with [max.burridge@cubjam.uk](mailto:max.burridge@cubjam.uk)
- All Staff can arrive from 12:00noon on Friday.
- Staff must camp in the Staff Camping Area or on a Sub Camp if prearranged e.g. being catered for by a group.
- No Caravans or Campers unless previously arranged.
- On arrival collect lanyard from security gate or camp office.
- Car Permits are required for all staff.
- Once unloaded all cars must be in the LONG STAY car park displaying permits. Please start to park along the hedge as indicated in the picture on the next slide
- Lanyards and Neckers must be always worn (except where activities require removal or showering).

Long Stay Parking for Staff – Do not park in other areas, Vehicles and contents are left here entirely at owners risk



# Campsite Build & Arrival

- There are designated Showers and Toilets for staff – see map. Anyone can use the Portaloo's. Please do not use toilets with signs "Cubs Toilets". The shower and toilet block will be open 24/7.
- 14 to 18 year olds must use the "Cub Toilets", Portaloo's or the 24/7 shower and toilet block (subject to Kristy's approval).
- If you are cooking for yourself, cooking tents **MUST** be a minimum of 6m away from any other tents. Please make sure you follow The Scout Association rules for cooking tents. **If you are not sure please ask.**
- Please note the Staff Sub Camp is in close proximity to the 14 up to 18 Sub Camp, please keep noise down at night, if you wish to drink alcohol, this will only be permitted in the staff catering room. Please remember the Green Card rules -

**On-Duty Adults: If you are responsible for the care of young people, you must not drink alcohol. Adults must also ensure they are never "under the influence" when interacting with youth.**

**Off-Duty Adults: If you are off-duty at a multi-day event or camp, you can drink, but you must do so in areas not accessible to young people. You must also ensure you remain fit to carry out your Scouting duties.**

- Vaping and Smoking must only be in the designated area or away from all young people.

### Arrival

- When you've pitched your tents find your Team Leader on Friday and before you go to bed to agree where you need to meet to perform your activity or job.
- If you are a Team Leader, Sub Camp Leader (x2), Security or First Aid, please collect a radio from the camp office on arrival. Replacement batteries available in camp office.





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## Friday Programme

<b>FRIDAY</b>	6.00pm	8:00pm	Staggered Arrival <i>Where possible please keep to allotted times.</i>
	8:00pm		Lined up - Read to go into tent
	8.30pm	10:30pm	<b>Camp Opening Ceremony + Camp Fire</b>
	11.00pm		<b><u>LIGHTS OUT AND QUIET</u></b>



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## Saturday Programme

SATURDAY	8.30am		Lined up - Read to go into tent
	8.40am		Flag Break – Venue TBA - Notified 10 minutes before by air horn (or similar!) All should attend – activity dress + neckers.
	9.00am	10.00am	Activity Session 1
	10.15am	11.15am	Activity Session 2
	11.30am	12.30pm	Activity Session 3
	12.30pm	1.30pm	Lunch
	1.45pm	2.45pm	Activity Session 4
	2.00pm	3.00pm	VIP guest tour time
	3.00pm	4.00pm	Activity Session 5
	4.15pm	5.15pm	Activity Session 6
	5.30pm	7.15pm	Free time & Dinner
	7.15pm	9pm	Evening Activities (90mins)
	9ish		Snack and bed
	10.00pm		<b><u>LIGHTS OUT AND QUIET</u></b>



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## Sunday Programme

<b>SUNDAY</b>	8.30am		Lined up - Read to go into tent
	8.45am		Flag Break – Venue TBA - Notified 10 minutes before by air horn (or similar!) All should attend – activity dress + neckers.
	9.00am	10.00am	Activity Session 7
	10.15am	11.15am	Activity Session 8
	11.30am	12.30pm	Activity Session 9
	12.30pm	1.00pm	Lunch
	1.00pm		Lined up - Read to go into tent
	1.20pm	2.00pm	<b>Closing Ceremony</b> : Assemble at sub camp entrances in uniform with Banners. Circus show 20mins then Official Close of camp, Presentations, Thanks & Goodbye. <b>(Lost property!)</b>
	2.00pm	2.30pm	Strike Camp
	2.30pm	4.30pm	Begin to exit site.



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## Staff Meal Times

### Friday

Dinner 7:00 to 8:00pm

Supper 9:00 to 10:00pm

### Saturday

Breakfast 7:30 to 8:30am

Lunch from 12:30 to 1:30pm

Dinner 5:30 to 7:30pm

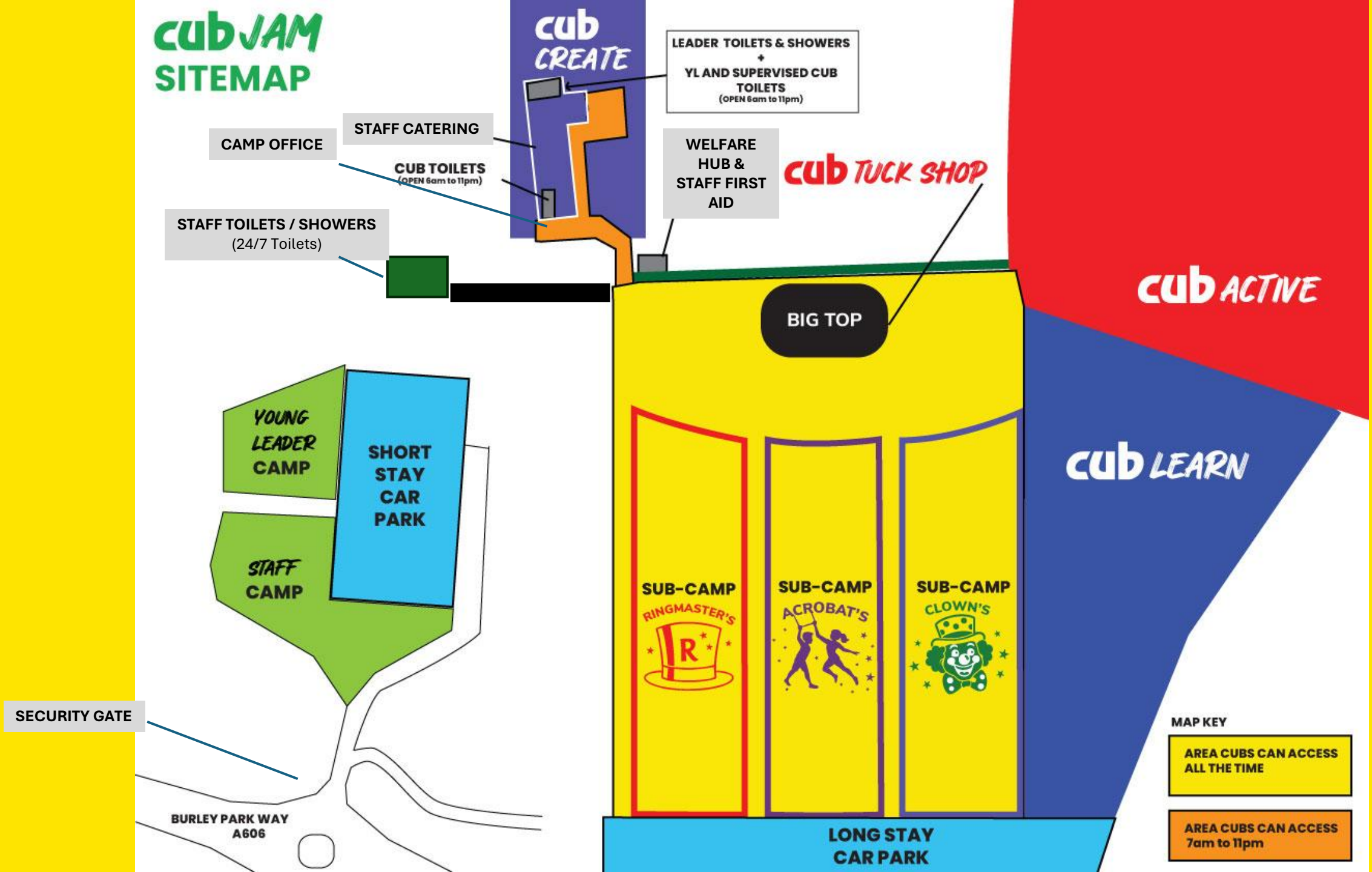
Supper 9:00 to 10:00pm

### Sunday

Breakfast 7:30 to 8:30am

Lunch from 12:00 to 1:00pm

# cub JAM SITEMAP



LEADER TOILETS & SHOWERS  
+  
YL AND SUPERVISED CUB  
TOILETS  
(OPEN 6am to 11pm)

CAMP OFFICE

STAFF CATERING

CUB TOILETS  
(OPEN 6am to 11pm)

WELFARE  
HUB &  
STAFF FIRST  
AID

**cub TUCK SHOP**

STAFF TOILETS / SHOWERS  
(24/7 Toilets)

**cub ACTIVE**

**BIG TOP**

YOUNG  
LEADER  
CAMP

SHORT  
STAY  
CAR  
PARK

STAFF  
CAMP

**cub LEARN**

SUB-CAMP  
RINGMASTER'S

SUB-CAMP  
ACROBAT'S

SUB-CAMP  
CLOWN'S

SECURITY GATE

BURLEY PARK WAY  
A606

LONG STAY  
CAR PARK

MAP KEY

AREA CUBS CAN ACCESS  
ALL THE TIME

AREA CUBS CAN ACCESS  
7am to 11pm



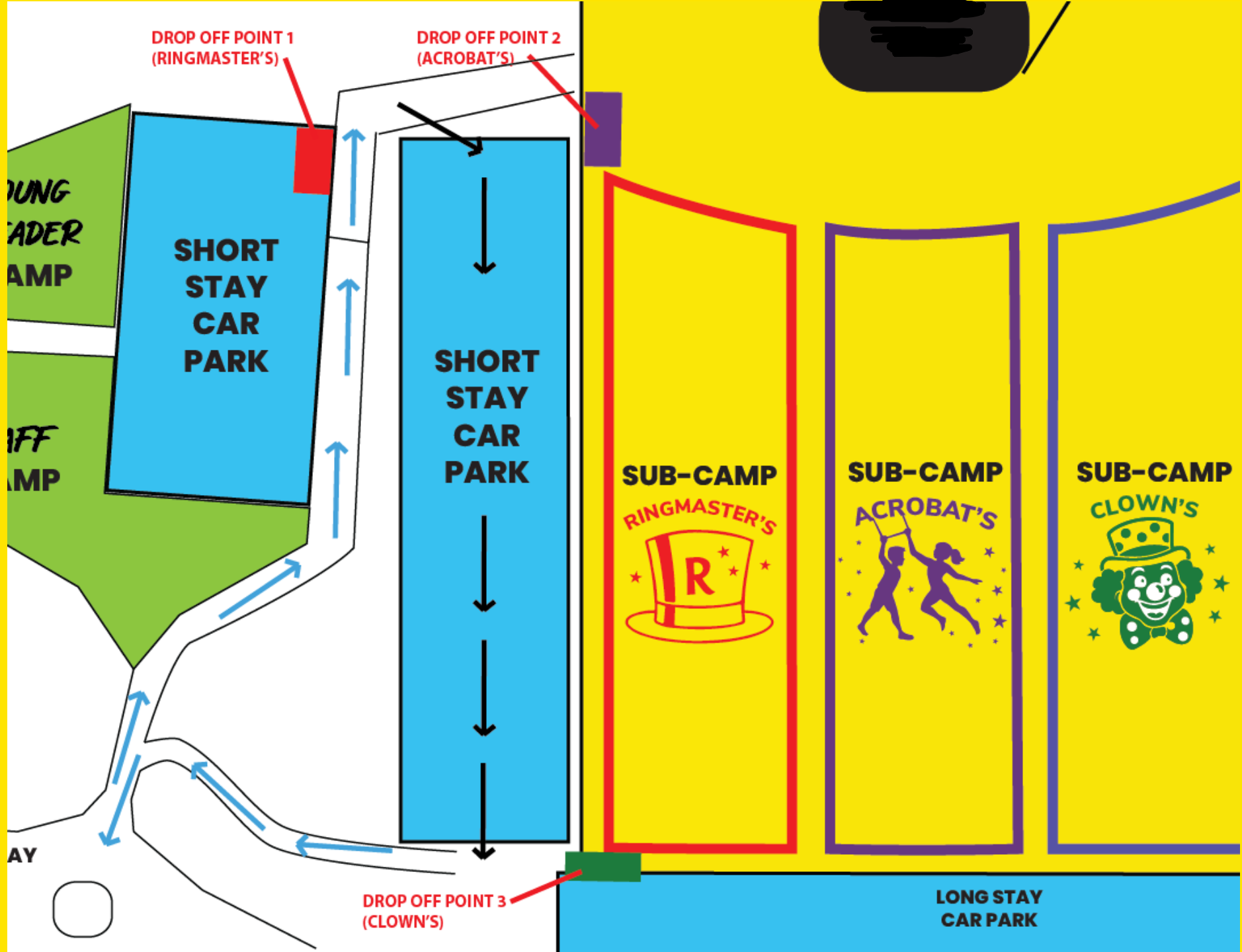
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## Cub Arrivals

- All Staff will be asked to help Marshall the Cub Arrivals. **All staff briefing will be at 5:00pm in the Short Stay Car Park next to Staff Camping Area, please bring or collect a Hi-Vis.**
- There are 4 Parking/Drop Off Areas to Marshall
  - Area 1 Tarmac Car Park (DROP OFF ONLY) RINGMASTERS
  - Area 2 ACROBATS and 3 CLOWNS On Field Car Park (DROP OFF ONLY)
  - Area 4 Long Stay Parking Leaders and Staff Only
- Each group has been allocated an arrival time, parents asked to car share and display a pass clearly in front window.
- The arrivals process is a one-way system; all cars must **Drop off is a 5-minute drop and go** Parents/Guardians to walk the Cubs to the Sub Camp meet and greet area.
- **Parents/Guardians are not allowed onto the campsite.**
- In the event of inclement weather an alternative plan for arrival may be announced, please set up your group WhatsApp with parents.

**cubJAM**

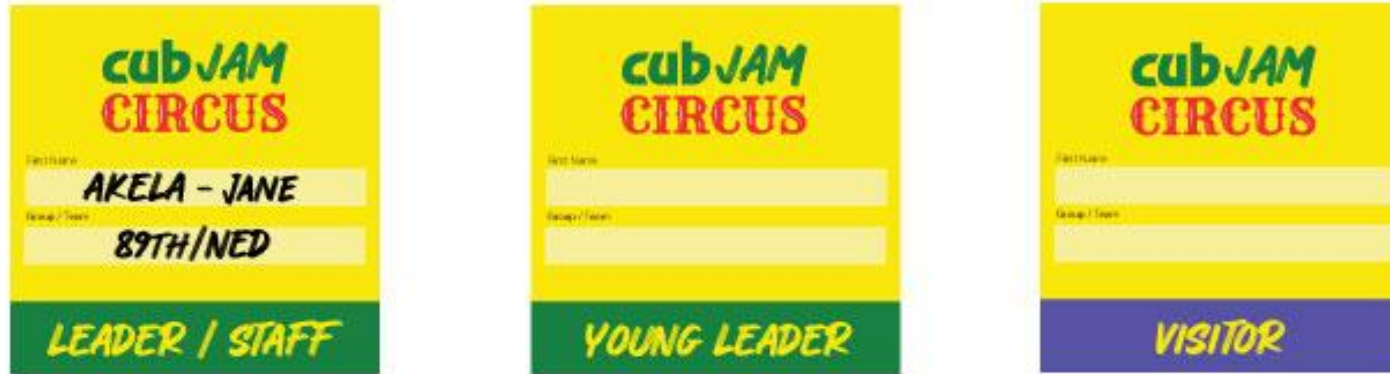




# Lanyards and Merch

- You can collect your teams packs from the Camp. Just walk through the front door and go straight ahead. (Marked on the map as Indoor Sculpture in Cubs Create)
- Your Team Packs will contain:
  - Staff ID and Young Leader Badges
  - Instructions and other information
  - Wristbands if you are booked in for catering
  - A camp badge

### All Staff, Leaders and Young People will have Lanyards



Cub Lanyards will look similar to this



#### NAME

Only enter a cub's first name here. If you have two cubs with the same name then also enter the first initial of their surname. **Do not** write the full name here due to safeguarding.

#### GROUP

This will already be entered on the badge and will not be your full group name but enough so that we can find the group leader quickly if needed.

Cubs to be told, no Lanyard, no activities



The image shows a 'RINGMASTER'S' badge for 'cubJAM'. The badge features the 'cubJAM' logo, a white circle, and the text 'RINGMASTER'S'. Below this is the title 'Zone Activity Schedule'. The schedule is organized into three columns: 'Saturday Morning', 'Saturday Afternoon', and 'Sunday Morning'. Each column has a header: 'ACTIVE' (red), 'LEARN' (blue), and 'CREATE' (blue). The activities listed are: Saturday Morning (1: Shooting, 2: Bubble Football, 3: Go Wild), Saturday Afternoon (4: Something Else, 5: Geo Caching, 6: First Aid), and Sunday Morning (7: Ship Build, 8: Glass Engraving, 9: Craft). At the bottom left, there is a red box containing the number '726' with three red arrows pointing to it. At the bottom right, there is the text 'CUBJAM526' and three buttons labeled 'L', 'M', and 'P', each with a white circle.

**cubJAM** ○ **RINGMASTER'S**

Zone Activity Schedule

Saturday Morning	Saturday Afternoon	Sunday Morning
<b>ACTIVE</b>	<b>LEARN</b>	<b>CREATE</b>
1: Shooting	4: Something Else	7: Ship Build
2: Bubble Football	5: Geo Caching	8: Glass Engraving
3: Go Wild	6: First Aid	9: Craft

726

CUBJAM526

V ○ L ○ M ○ P ○

## ACTIVITY PROGRAMME

Cubs must go to the activity listed on their badge. They will be checked in to make sure they are turning up to the correct activity at the correct time.

**cubJAM**  **RINGMASTER'S**

### Zone Activity Schedule

Saturday Morning	Saturday Afternoon	Sunday Morning
<b>ACTIVE</b>	<b>LEARN</b>	<b>CREATE</b>
1 : Shooting	4 : Something Else	7 : Ship Build
2 : Bubble Football	5 : Geo Caching	8 : Glass Engraving
3 : Go Wild	6 : First Aid	9 : Craft

726 CUBJAMS26

V  L  M  P

### ACTIVITY PROGRAMME

Cubs must go to the activity listed on their badge. They will be checked in to make sure they are turning up to the correct activity at the correct time.

### Is Vegetarian or No Beef Products:

This is for the tuck shop only

**Learning** : Please mark here if cubs need a bit more time or support (could be for example learning difficulties or a neurological condition).

This will also allow them access to the neurodiversity tent. Cubs do not need a formal diagnosis, your judgment as a leader is fine that they require this support.

**No Photos** : We can't stop people taking group photos but if they have this marked, it will help with individual photos

**Medical Condition** : Lets staff know that they have a medical condition (as well as a wristband which will note the condition or allergy.) This is just a secondary check.

# Campsite Key Points – DO NOTs

- No fires, BBQ's
- No fireworks or "Chinese" lanterns allowed
- No Private Generators
- No flying drones
- No digging of pits, holes or trenches
- No dogs on site
- No bicycles (except those for activities)
- No vehicles on activity or camp areas unless designated service vehicles or pre-agreed in advance, once their no movement

# Campsite Key Points – Rubbish

- You need to provide your own bin bags.
- Site bins are only for kitchen waste and litter.
- All other items you bring to site **MUST** be taken home if you need to dispose of them, including camping equipment and gateways.
- Bins are located at the front and middle of the Sub Camps or Back of Staff Catering.
- Bins must be used by leaders only.
- All rubbish must be bagged & tied before disposing in the bins.
- The waste company will sort & recycle the waste.

# Campsite Key Points – Kitchen's

Kitchen tents will be inspected and signed off by a designated member of the sub camp safety team, briefed in the event's kitchen safety standards, the check list will include :

- Each kitchen must have a suitable and sufficient printed risk assessment, available for inspection, and leaders must be familiar with its key controls
- Where practicable, gas cylinders should be positioned at least 1.5m from appliances and not directly beneath them
- Gas cylinders not in use must be stored outside of the kitchen, upright and away from heat sources
- Gas equipment must be in good condition with no visible damage or leaks
- The kitchen tent must have at least two sides open or equivalent airflow while cooking.
- The kitchen tent must be 6m away from all sleeping tents.
- A fire blanket or extinguisher must be immediately accessible within the kitchen area dependent on what you have put in your risk assessment.
- Leaders must know the location of the nearest fire point and how to raise the alarm

**Non-compliance with critical safety items (gas safety, fire provision, separation) must be rectified before cooking is permitted.**



**FLAMMABLE  
GAS**

**2**

# Campsite Key Points – Security Awareness

We have considered current guidance on public event safety and proportionate measures are in place.

- A dedicated security team is in place across the event.
- Security volunteers have been briefed.
- Clear communication routes to event control are in place.

## **What we need from leaders and staff:**

- Report anything unusual or concerning to security team immediately.
- Do not investigate concerns yourself.
- Follow instructions from the event team if given.

# Campsite Key Points – Incident Management and Fire

In the event of an Incident, messages and instructions will be broadcasted over the radios various people have been issued.

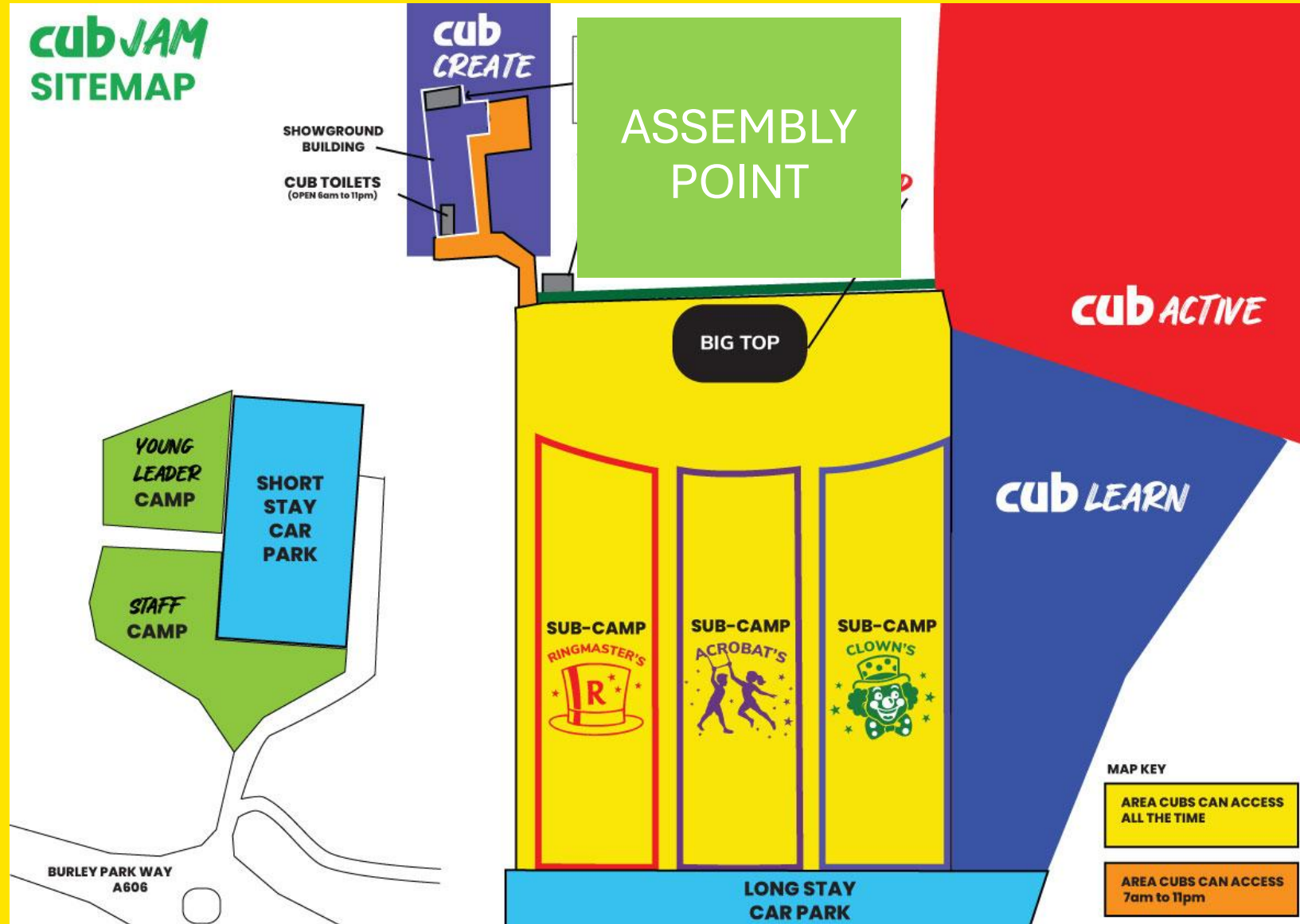
They will inform everyone close by of the instructions.

Please follow instructions and move in a calm manner to the assembly point.

When you arrive at the assembly point find the Staff "White Flag" and find your Team Leader.

Stay with your Team Leader and await further instructions.

In the event of fire, Sub Camp / Activity Leaders will sound the alert by blowing continuous sharp blows on their whistle. The assemble point is the rugby pitch in front of the Club House



# Campsite Key Points – Water

- Taps are located around the edge of the Sub Camp Camping Field.
- Taps must only be used by adults only.
- Water is Drinking Water.

# Campsite Key Points – Grey Water

- Strain grey water (Washing Up Water) into a bucket or container, preferably through grass – See “Understand how to use a Wet Pit” on OSM UK to remove food waste (and Cutlery!).
- Strained Water should be carefully disposed of in the hedges around the edge of the Campin Field when water is cold.

# Campsite Key Points – Tuck Shop

- The tuck shop is located within the Cub Create zone.
- The tuck shop will sell:
  - Sweets
  - Drinks
  - Popcorn (at cinema times)
  - Ice Cream
  - Extra Camp Badges : £1 each
  - Cub jam woggles : £3 each
  - Items vary typically from 50p to £1.50 each
- We will try to support debit cards but can't guarantee this.
- The tuck shop is open all of the camp to reduce crowds.

# Campsite Key Points – Lost Property

- Please leave any lost property at the entrance to the tuck shop.
- Lost property will be displayed along the barrier of the tuckshop.
- We will do our best to return labelled items during the camp.
- We do not have the facility to keep large amounts of lost property; soiled or low value items will be disposed of onsite.
- For other items you can email [scott.mclaren@leicestershirescouts.org.uk](mailto:scott.mclaren@leicestershirescouts.org.uk) for 10 days after the event.
- We cannot be responsible for any lost items.

# Campsite Key Points – USB Charging

- Limited charging will be available during CubJam, we are limited to 10 USB ports per Sub Camp.
- Charging will be located in the office upstairs in the main building.
- All items left to charge, will be left at your own risk.
- We cannot be responsible for any lost items.

# Campsite Key Points – Accidents

- Staff First Response is available from the Welfare Team at the Welfare Hub.
- Any accidents in the zones should be reported to the Zone Leader.
- The Zone Leader will also provide cover for activities until Group Leaders attend.
- If an ambulance is called, please notify the Rich or Scott as soon as possible.

# Campsite Key Points – Accidents

## Liaise with Event Organisers for Emergency Treatment Locations

### **Minor Illness and Injury Service:**

Rutland Memorial Hospital, Cold Overton Road, Oakham, Rutland LE15 6NT, open from 1pm–9pm, seven days a week. Available to people registered with GP practices in Rutland and Leicestershire.

### **Nearest Accident and Emergency are:**

Kettering General Hospital, Rothwell Road, Kettering, Northamptonshire NN16 8UZ, open 24 hours a day, approximately 40 minutes by car, and approximately 23 miles away from site.

Leicester Royal Infirmary, Infirmary Square, Leicester LE1 5WW, open 24 hours a day, approximately 45 minutes by car, and approximately 22 miles away from site.

### **Chemists:**

Boots Chemist, 18 High Street, Oakham, Rutland LE15 6AL. Store opening times – Friday 8:30am to 5:30pm, Saturday 9am to 5pm, Closed Sundays.

Rutland Late Night Pharmacy, 45A-45B High Street, Oakham, Rutland LE15 6AJ. Store opening times – Friday 8am to 9pm, Saturday 8am to 9pm and Sunday 10am to 6pm.

# Welfare Hub

- This is a quiet space with dedicated staff that are all experienced in Welfare and Neuro Diversity
- Feel free to chat with them, they are there to add to the support you give to your cubs
- Campsite leaders and Zone Leaders can radio for support from the team at any time in the day.
- Children do not have to have any formal diagnose to access this area.

# Campsite Key Points – Leave No Trace

- The aim is to have as little impact as possible on your surroundings when camping
- Plan ahead and prepare to take everything home you bring with you.
- Leave everything as you found it and respect wildlife
- Do not damage the ground or hedgerows

## Campsite Key Points – Safeguarding

To ensure CubJAM is ran in line with the Scout Association Safeguarding Policy, all safeguarding concerns must be reported directly to the UK HQ Safeguarding Team as soon as possible (always within 24 hours), following the [Safeguarding Code of Conduct for Adults](#) (Yellow Card) in line with Policy, Organisation and Rules chapter 2.

In accordance with Scout Association Guidance, at large UK based events, concerns should also be reported to the Event Lead or designated event Safeguarding or Welfare Lead.

For CubJAM this is Matt Chapman (07807 120764).

The UK HQ Safeguarding Team will then liaise with the Event Lead, Safeguarding/Welfare Lead or relevant Lead Volunteer about the concern.





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## Cub Departures

- We will expect staff to support the departure process, please assemble in the cart park next to the Staff Camping Area at 1:45pm
- 2.00pm to 2.30pm Strike Camp.
- 2.30pm Departures start, **No Vehicles on Camping Field until 3:00pm**
- All Sub Camps and Camping areas to be cleared no later than 4.30pm.

# Pre-Departure

- Collect up all lanyard and return them to the Security (the ID badges can be kept).
- Make sure your camping area and adjacent communal areas are litter picked.



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Questions?