



# Staff Manual for Summer weeks

(Reviewed and updated June 2025)

## INTRODUCTION

Folk Camps relies on the professionalism and passion of its staff. Every year, our dedicated staff give up their time and effort to make every Folk camp special. Without our staff there would be no Folk Camps so we thank you for committing your energy and time to staffing this camp.

In this manual you will find helpful advice and wisdom. This outline is what makes the foundation of any camp. You are welcome to put your 'own spin' on running the camp to keep giving Folk Camps the exciting and unique energy that keeps people coming back.

Please read the '2025 Updates' on pages 3 & 4 and your relevant staffing section.

Every camp needs a 'base offering' that any camper should expect – whether it's their first time or if they've been to Folk Camps for decades. No knowledge should be assumed; nothing taken for granted. Activities should be clearly communicated and inclusive with no unspoken rules so Folk Camps remains an approachable and welcoming community for everyone.

Read this document in conjunction with Folk Camps Policies - <https://www.folkcamps.co.uk/policies-and-legal/> - where there are more specific details of particular issues you may encounter. There is a summary at the end of this manual.

Thank you again for the work you will do.  
Remember to have fun yourself at Folk Camp.

Folk Camps Council

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## **2025 UPDATES**

COUNCIL would like to draw attention to the following points after discussions at the working weekend 2024 and Council meetings since:

- It was decided to have a printer at the marquee weeks for use by staff. The manual will be made available.
- There is a new fridge in the kitchen this year.
- No medicines or campers foods are allowed to be kept in FC kitchen fridges anymore for health and safety reasons. Campers must make other arrangements.
- Environmentally friendly washing up liquid will be provided this year in addition to the usual Fairy Liquid. Campers can choose what to use and have an option in case of allergies.
- 2 free standing hand wash stations have been hired this year for outside the toilets.
- Shower tents this year will be 1 large one (with 2 cubicles) and 2 small ones.
- Generator update: Folk Camps now own a 'Jackory' portable power station. This will be charged up during the day when the generator is on. We are also going to trial solar panels loaned by Brian Flower, but FCS do not currently own any Solar panels.
- Late night party food caused considerable stress for at least 1 marquee week for the caterers. Council have decided that party food needs to be simplified so there is less work for the caterers, no hot food and less waste.  
As tastes may be changing, Council suggests a poll at each week of Marquee camp so that the campers express their preferences from:
  1. No party food
  2. Crackers, cheese, grapes & apples
  3. Cold pizza, crisps, cakes and more traditional party food.
 All leftover food must be binned at the end of the party evening – preferably with additional tidy up help from campers and not all left to the caterers.
- Council recommends that if the camp wishes to have a 'Visitors Night', it should be on a Wednesday, rather than Thursday. This is because the song circle on a Thursday tends to be longest, due to many people realising it is their last chance. Early on in the week, the leader should establish whether the campers want a visitors' night, and then clarify it should be on the Wednesday.
- Folk Camps Insurance exclusions:  
Folk Camps are NOT insured for tree-climbing, fireworks, dangerous sports, archery etc. The Confirmation of Public Liability Cover and a list of excluded activities is in the Wardens File.

- **Waste & Recycling Collection in Wales - very important this year!**

The new legislation for recycling became effective from 1<sup>st</sup> April 2025. We must recycle in dedicated separate bins, and we will be fined for contaminating waste. Campers cannot put their own rubbish into the recycling. i.e broken tents, old clothes, party night items. No glitter on paper. No electrical items.

There will be posters for each recycling bin with the items that can and can't go in each one.

The 'Duty' for Recycling and waste will be very difficult this year as we must not put the wrong items in the specified bins. The Waste collectors can refuse to take a 'contaminated bin'. It would then be down to ourselves to re-sort the rubbish.

- Folk Camps will no longer provide Covid test kits. It is the campers' responsibility to either test themselves, go to the doctors or isolate.
- If a camper must go home early due to the need for 'infection control' they are entitled to a pro rata refund.
- First Aid Box – this now contains a venom extractor for wasp stings!
- Some new people to Folk Camp may never have done any folk dancing before. Basic folk dance moves should be explained to new campers by the Leader – maybe after the new campers' tea or another suitable time on Sunday.
- In the warden's master file, there is now a written description of how to do all the various jobs at a marquee camp should a camper request it.
- Defibrillator in the marquee – in the unlikely event that it will be required, it is advised that all camp staff familiarize themselves with how to use it. We suggest that you watch the "ZOLL AED Plus Demonstration" video by Zoll Medical on youtube before going to camp – it is less than 4 minutes long.  
<https://www.youtube.com/watch?v=xouPVQgqrSk>
- Council made a policy change that there should now always be 2 wardens for each week of the Summer camps.
- If you need to contact the office urgently please contact Chris Jewell on 07957 502185 as the landline number is currently not in action.

## **LETTER**

Folk Camps policy is that a joint letter from the camp staff should be completed at least 2 weeks before the start of camp. Apart from welcoming all the campers, it should contain essential information the campers need in relation to the particular week they are on. Most of this will be the same for each week, but the letter should highlight any special plans and include the links to workshop music etc.

To help you with this, a starting template for the letter is below. However, it is far better that you personalise your week and the letter in your own way. When you have consulted with the other staff members and finalised what you need to write, please send it to the Administration Manager. It will then be checked and Folk Camps reserve the right to alter small details if necessary. It will then be sent out to all the campers booked on your week. It is important that the letter is received by campers at least 2 weeks before the start date of camp, so please send it to the office in good time.

## **LETTER TEMPLATE**

Dear Campers

All the Folk Camps staffing team are looking forward to welcoming you to your week at Folk Camp! This letter contains some information regarding the camp that you might find useful so please read it carefully.

The postal address of the camp is:

What3words:

Further special information regarding driving to the site if applicable to towing caravans/ motorhomes:

Please do not arrive on site before 14.00. There will be tea available from 16.00, and the evening meal on Saturday will be at 18.30. Please advise the office if you are likely to be late. Departure time on the following Saturday is by 12 noon.

As always with Folk Camps, every week is different, but you can safely assume that there will be a wide variety of workshops on offer during the week. If you think you would like to offer a workshop, then please let the leader know either before or when you arrive. (you may like to put a contact phone number or email address?)

As a special event during this week, we are planning to ..... so please come prepared.

Don't forget to bring your instruments, music stands, clogs, morris kits, calling cards and anything else that you think you might need! Whether you have been coming to Folk Camps for years, or it is your first time, lots of other advice can be found in the Campers Guide which is on the Folk Camps website here. (Insert link)

The music that will be used in the workshops can be found here. (Insert link) Please print your own copy out and bring it to camp with you. Please let us know ASAP if you have a transposing instrument and need Bb or Eb or bass clef copies. We may also use some tunes from The Unexpected Polka book and Join the Band so please bring along a copy if you have one - some spare copies for lending will be available.

Looking forward to meeting everyone and having a great Folk Camping week!

Best wishes,

Names of the Staffing team

## **LEADER**

Your duty is to ensure, to the best of your ability, that the camp delivers a happy, well-organised holiday. Other members of staff will help; it is a team effort but as Leader you have overall responsibility and the final arbiter in any disagreements or differences of opinion.

### **OBLIGATIONS**

You have a duty of care to everyone on site, including visitors, with responsibility to ensure:

- there are no breaches of regulations which might invalidate the Society's insurance,
- the local community is not inconvenienced by any of the campers' activities,
- the camp operates in a safe and hygienic manner,
- this Manual is adhered to,
- people are having fun!

### **BEING A LEADER**

You have been chosen to lead. Every leader has their own leadership style so think about your style and consider how you would deal with a variety of different situations. Preparation will help you enormously. Never underestimate the importance of debate. If problems do occur, sit down with the other staff members and attempt to arrive at a consensus decision.

You won't be able to please all the campers all the time but try and make sure no-one gets left out, though there may be people who don't want to join in so please don't pressurise them.

Folk Camps is a secular and apolitical organisation so any endorsement by camp staff of a particular religion or political view is inappropriate and should be avoided.

The Administration Manager will email a list of people booked on your camp. Just before the camp, you will receive a final list with details of your campers' skills and talents, e.g.: musicians, callers, and so on.

It is recommended that you contact the other members of staff beforehand. If you don't already know one another, explain your leadership style and discuss any plans you may have, particularly if they involve a departure from standard practice.

Every year, Folk Camps experiences things that have never happened before. If you need to hire extra equipment to solve problems, please do so.

We rely on our staff members to use their initiative. If the campers' holiday is likely to be impaired or there is something unsafe and needs attention, please find a way of solving it. If you have acted responsibly and in the best interests of the campers, the Council of Management will support your action and meet any bills incurred.

#### WHAT HAPPENS AND WHEN for a Weeklong Camp

Saturday evening	Camp meeting – suggested 8:30pm
Weds or Thurs lunchtime	Pub session if camp wishes it
Wednesday evening	Visitors by invitation if camp wishes it
Every evening	Children's games, dancing, singaround
Friday evening	Party night - songs and sketches, followed by dancing
Daily	Staff team liaison

#### CAMPER ARRIVAL

As campers arrive on site, if you can, walk over and introduce yourself so you can meet them individually, identify yourself as Leader and they can ask any questions. Not everyone arriving has been to a Folk Camp before.

#### NEW CAMPERS WELCOME TEA

Any new campers arriving at their first Folk Camp can be unsure of what happens and when. In the past, the benefit of a New Campers Welcome Tea meeting has proved a good and beneficial experience for many. If it happens, all staff should be encouraged to at least show their face and say hello although of course we appreciate this is a busy time. In the past, new campers have been paired with a 'buddy' who keeps an eye on them and helps with any questions.

It could be that Saturday afternoon is not the best time when new campers are putting up tents, so there should be some flexibility - but every effort to find a convenient time should be made. Basic folk dance moves should be explained to new campers by the Leader – maybe after the new campers' tea or another suitable time on Sunday.

Remember, that Folk Camps need new campers and they need to be looked after especially for the first couple of days!

#### OUTINGS

Campers often undertake outings as a group. Unless you want to spend all week making complex arrangements you may just like to indicate a particular day for a specific tourist attraction. Many will follow your lead.

## PUB SESSION

Busking with the whole camp has become difficult to arrange, so instead you might consider a pub session at a nearby venue. Contact the pub ahead of time and ask their approval as not every establishment wants a large number of customers arriving at once, nor may they allow music to be played. Take our marketing literature with you and suggest that campers talk to and tell the general public about Folk Camps.

## STICKS & SWORDS & EQUIPMENT

Morris sticks, long sword, rapper and sports equipment are usually supplied for week-long camps. These are the property of Folk Camps and you are responsible for their safe keeping and handing over to the next Leader. If there is a need to cut extra Morris sticks, make sure you have the landowner's permission and someone who is well-versed in the task.

## DAILY PROGRAMME

This recommended programme for week-long camps has evolved over many years; it works well and is what campers expect. However, every camp can vary depending on factors such as the weather and the number of children etc, so flexibility is at the discretion of staff.

Breakfast	Breads and spreads from 8.00, cooked breakfast at 08.30
Music workshop	From 09.30
Coffee break	11.00
Lunch	12.30 (if camp agrees)
Cup of tea	16.00
Dinner	18.00
Children's games	19.00 (if camp has younger children) – parents need to supervise
Easier dancing	19.30
General dancing	20:00
Evening drinks	varies from 20.30 to 21.15
Open circle	as soon as everyone has collected their drink
General dancing	end of circle time
Acoustic session	23.30 (amplifier/PA turned off) – possibly 23:00 if near neighbours



## CAMP MEETING

On the first evening, hold a meeting with the whole camp. Try to keep it as short as possible but make sure either you or other staff cover the following points. Even if the majority have attended Folk Camps before you should restate these principles.

- Welcome the campers, introduce yourself and the staff – maybe get campers to introduce their groups.
- Explain the daily meal and programme times.
- Outline the weekly programme but prepare to be flexible if the camp wishes.
- There have been requests for flexi times for the singaround/ open circle – maybe alternate different times.
- Leaders should reassure new campers that performing in circle time is not compulsory – it is fine just to watch, as some new campers have worried about this.
- Outline music sessions and workshops, asking what campers would like and request those with skills and talents to volunteer to run them.
- Find out what dance callers are present and want to call.
- Discover any medically qualified campers or those with up to date first-aid experience by asking them to identify themselves privately to you.
- Ask campers, if they feel ill, to inform the Warden or Leader and isolate from the rest of camp.
- State that children are in the care and control of their own parents or guardians at all times, not camp staff.
- Explain that, though children are welcome in the hall or marquee in the later evening, dancing after cocoa may be more complicated.
- Late night games are at campers' own risk.
- Point out the information table where campers will find information about activities during the week as well as the Comments Box, local information, etc.
- Explain that the Comments Box is for feedback – positive and negative - to camp staff and Council but it is best if staff are told of urgent issues immediately. The box however will be opened and checked by staff every day.
- At camp meeting or early in the week - check with campers if they want a visitors' evening on Wednesday. Strangers on site can unnerve some campers. Clarify that all visitors to site at any time should be entered into the visitors' book and supervised by those who invite them. There is a charge for meals, which should be paid to the warden. Caterers need to be informed in advance to amend numbers catered for.

## STAFF MEETING

It is useful to hold a short staff meeting during the day to make sure everyone knows what is planned and to raise any issues that arise. Post-dinner, when there is a general lull in activities, is often a good time.

## WORKSHOPS

Folk Camps' workshops are community-driven and facilitated by campers. Collate information on what is wanted and what campers can offer. It may be useful to establish two lists: workshops wanted and workshops offered. Set the timetable most convenient for participants; alternatively ask them to meet and fix their own time and location. Consider running some workshops every other day.

## SONG CIRCLE

After Early Evening dancing, it is usual to hold a sing-around or "open circle" immediately once campers have collected drinks. An item, of the Leader's choice, is passed around the circle to signify whose turn it is to perform – a song, tune, dance, poem or a joke, news of good places to visit or workshop arrangements. Contributions in whatever form should be met with positivity.

## DANCE CALLING

Part of your job is to facilitate dancing in the evening. It is likely there will be several callers on camp but that may not be the case. Whatever your level of expertise, you should act as a facilitator, not call every or all evening. You will probably find however that you need to know a few dances and be able to call them. Encourage others and, if possible, organise some workshops during the week where volunteers can learn. YouTube is a great resource for sourcing dance notation. Each evening's dancing should include a variety of dances of differing in energy and complexity, so that no-one is excluded.

## PARTY NIGHT

Last night is party night with a mixture of dance, song, sketches and general celebration of the week's events. Workshops can showcase their achievements. Casual visitors are not allowed on party night although the landowner and other prominent members of the community may be invited as guests.

Decide earlier in the week what theme, if any, the last night will have and announce midweek, so campers have the opportunity to prepare. The marquee or hall may be decorated as long as decorations do not constitute a fire risk.

This year please do a poll with the campers re party food and feedback the result to the office. 1. No party food; 2. Crackers, cheese, grapes & apples; 3. Cold pizza, crisps, cakes and more traditional party food. An amount of up to £1 per head is allowable for the purchase of materials for decoration and additional food. No alcohol may be purchased with Folk Camps' funds.

Carefully programme the last night's entertainment. It is better to have back-to-back performance items, and dance later, than to find you are only halfway through at 2 am!

## AT THE END OF CAMP

Either during the last evening's meal or entertainment, thank all staff publicly and everyone who has contributed to the camp.

Ask campers to help the next day with a general tidy and clear up as below and remind them to make any suggestions for Folk Camps Council before they go, using the Comments Box. Ask those who are not Governing Members to consider becoming so, and those who are Governing Members to consider standing for election to the Council of Management.

Saturday morning clean up – Coordinate with the Warden to ensure that everything is clean and tidy and the site looks like it did at the beginning of the week.

The warden should arrange for helpers/ teams to do these tasks: the marquee is completely emptied - all personal belongings are removed, table + chairs cleaned, floors swept (mopped if necessary), bins emptied, Instrument/ crockery store and stage areas all tidied. The leader should set up a lost property table and ask everyone to check it before they leave. Toilets should be cleaned and freshly stocked for the next week, shower/ washing area cleaned and shower units checked that all are present and functioning. The field should be left free from litter and tent pegs, make sure no rubbish is on the ground near bins/ skips. Ask that as many campers as possible spend some time assisting with the final clean at end of week 4.

Before you leave site, hand over to an incoming Leader. Give them any information about the site or surroundings that would be useful as well as suggestions for activities, outings, pubs and venues.

A brief report to the Council on how the camp went and anything you think Council should know is always appreciated and should be sent to the Admin Manager as soon as you can after camp.

## MUSICIAN

### GENERAL DUTIES

The Musician's job is to co-ordinate the musical demands of the week and facilitate other musicians, working with the leader and as part of the staffing team.

You are encouraged to apply your own style of music to the workshop activities you run. You may get asked to provide a whole spectrum of music; if you cannot provide what's requested, try to find someone on camp who can. You don't have to play all the music all the time for all the workshops (apart from the 09:30 music workshop) but should instead delegate as you see appropriate.

### PREPARATION

Folk Camps encourages both learning from musical notation and playing by ear. It is generally considered wise to be armed with sufficient music to present and run the requisite six morning workshops (Sunday to Friday).

Music should be sent out in advance either with a direct link, or in PDF form by the office; this will give people an opportunity to practice and also to transpose where necessary. Information about how campers can obtain the music should be included in the camp letter. If you take your own music, you will probably need at least 20 copies depending on the size of the camp. Collect them in at the end of each session if you intend to use them again as they may otherwise disappear. Try to include a variety of types of tunes and keys, but remember that choosing 'unusual' keys will alienate some people. Therefore, it is recommended that the majority of tunes should be in the usual folk keys of G, D and A or their relative minors.

### CAMP MEETING

Some suggested points that you might like to cover as musician:

- Emphasise that music sessions and workshops are for everyone, and that everyone is welcome to join in whenever they like.
- Point out that owners are responsible for their own instruments at all times and that they leave them in the marquee at their own risk.
- Ask campers not to leave instruments or cases lying around or in the way when you are not using them because of other activities.

## WORKSHOPS

You choose the music you present at workshops. There will be both beginners and experts present, but experts are more able to adapt and look after themselves. Join the Band has been used for beginners' workshops for many years. Recently this has been supplemented by a Folk Camps-financed new addition – The Unexpected Polka & Other Tunes which has online accompanying downloadable audio tracks which campers can use before, during or after the camp. Folk Camps has 20 copies of these books available and they will be on site and available for loan. Please make sure they are collected and returned at the end of the week.

At morning workshops (traditionally 9:30-11:00) there are likely to be campers with mixed abilities, transposing or restricted-key instruments. Many staff musicians split the morning workshop into a simpler session followed by a more advanced session. Consider involving all participants in the whole of the workshop by supplying simple second parts for the more complex tunes or perhaps identify a camper who can run another workshop at the same time. Whilst many years ago the main purpose of the Folk Camps music workshop was to train people up for playing or even leading the evening band, this is no longer the case. Now, it is important to get people playing music together. Many people who attend the morning music workshop have no intention of joining the evening band. Therefore, playing tunes up to dancing speed is not always relevant and will disillusion some people. By starting slow and easy at the beginning of the workshop and gradually getting faster and harder means that people can leave if they wish at the moment it gets too hard.

There is sometimes a demand for a very slow and simple music session. This should be at a level below the level where the main music workshop starts, and many folk camp musicians can find this very difficult to lead. If that is the case, try to find someone who can facilitate this. Although sometimes it is mostly children who need this type of workshop, it is important that we stress that it is a beginners workshop and is open to all. Parents should accompany children.

B flat / E flat instruments and bass clef players can often transpose if they have the music in advance or you may be able to produce a transposed version for them. If you have problems transposing the music then ask the office and someone may be able to help.

Following morning drinks there may be dancing and other activities which require accompanying music. You do not have to provide all music; you are a facilitator so ask for volunteers.

## EVENING DANCING

There will usually be one or more experienced musicians present who will enjoy leading a band so try and arrange slots for them in the evening. Campers should be invited to play along if they wish. Perhaps use arrangements from the morning sessions for the evening or bring additional music; at least three copies is recommended.

The musician is responsible for the use of the PA system which must be turned off by 23:30 at the latest. Amplification of the band can be tricky with many musicians very happy to plug themselves in. The important thing is that you are loud enough on stage for the other band members to hear you, and for you to be able to control the band. A microphone for the caller will be necessary at a Summer camp.

## LAST DAY OF CAMP – Musician

Collect copies of any music that you have given out at the final workshop/performance.

Try to get the stage cleared as soon as possible at the end of camp, which will help to ascertain if there is any lost property.

The Folk Camps own copies of the The Unexpected Polka should be placed in the box and returned to the warden. Assistance in packing away the PA on the final Saturday is always appreciated.

A brief report to the Council on how the camp went is really appreciated and should be sent to the Admin Manager.

## WARDEN

### GENERAL DUTIES

The Wardens are responsible, under the general direction of the Leader, for effective running of the site and is part of the staffing team.

Staff members are asked to arrive on camp on the evening before their duty commences, so that they can take handover from the retiring wardens. If you cannot arrive early ask for the retiring staff to delay their departure so a proper hand-over can take place.

Don't be afraid to delegate and ask for help from other staff and campers. The experience, skills, and abilities that are always present on site are there to help you. While you are responsible for ensuring that things happen, the support of the rest of the staffing team is there for a reason.

### KEY 'MUSTS'

1. Identify to campers where the Wardens are camping.
2. Instigate traffic management appropriate to the field and weather conditions.
3. Explain the running of the camp at the introductory meeting (See CAMP MEETING)
4. Arrange for volunteers to undertake specific tasks and organise the remainder for cooks' duty (See CAMP DUTIES). Put Duty Roster on noticeboard.
5. Take over the Risk Assessment previously carried out and carry out your own assessment, including site specific risk.
6. Display general site risks and complete daily check sheets.
7. Ensure that only cleaning products detailed on COSHH forms are used (These are to be kept in the H&S folder.)
8. Be prepared to present your documents for checking by anyone authorised to do so, including a Folk Camps nominated health and safety representative once in the week.
9. Arrange for tasks, like repairs to access ways, be done immediately in addition to other essential tasks as they arise during the week.
10. During the first 24 hours, check that all booked campers have arrived and identify any extras. (See BOOKINGS)
11. Ensure that the amplification/PA system is turned off by 23:30.
12. Maintain accounts and monies as detailed. Please be as clear as possible. (See ACCOUNTING)
13. Prepare camp for hand-over to next Wardens or the dismantling team as appropriate. Unless the final week, this will include ensuring enough gas for the next camp, enough capacity in the washing-up pit; the emptying of the effluent

tank and the cleaning of the portable toilets is booked before the end of the next week (check with the Administration Manager).

14. In the final week Wardens assist with the dismantling of the camp and the preparation of the Society's equipment for collection.
15. Maintain the camp Log Book and if a final week return this and the Master File with accounts sheet, invoices, delivery tickets and Comments to the Administration Manager as soon as possible. Please ensure that the Menu Book is with the equipment.

#### ADVANCE VISIT

If possible, visit the site beforehand to meet local contacts, otherwise contact the Administration Manager for an update on the site, facilities, staff, and campers.

#### ACCIDENT LOGGING

There is an accident log book inside the grab bag located in the main hall/marquee.

It is important to record any accidents that occur on site.

Please also check on the victim's recovery the day after the accident, to see if they require any further assistance.

#### ACCOUNTING

The Wardens are responsible for tracking financial transactions – details in the Wardens' manual.

Extra meals for visitors may be supplied and charged at the appropriate rate as listed in Wardens' manual.

#### AMPLIFICATION / PA

Your camp may have a set of amplification equipment in a plastic box with a list of contents on the lid. The musician is responsible for its use. You must ensure the system is turned off at 23:30 (23:00 if neighbours are closer than usual).

#### ARRIVALS

In the interest of safety and fire prevention, it is recommended that all caravans/ motor homes maintain a 20ft (6 metre) gap between them, tents have a 3 m gap and it is recommended that all units have their own fire bucket filled with water within reach – especially in hot weather.

Ensure that there is enough space for children to play safely and for vehicles to enter and leave the site, including the traders' vans which might be quite large vehicles. On smaller sites it may be necessary to set up stakes and fluorescent tape to mark off access ways and play areas.



At arrivals time (14:00 onwards) be present on site so you can welcome campers and direct their pitching. Consider erecting a simple sign to welcome campers, asking them to check in with a Warden and to follow marked roadways.

Early arrivals and late leavers, except for camp staff taking over, are not permitted however the management team may use discretion. However, it is essential that anyone arriving early or staying on doesn't interfere with the official camp. Staff arriving early can be provided with breakfast on the morning their duty starts, but should keep a very low profile and stay away from the previous weeks party night if they arrive on the Friday.

## BOILERS

These are lit first thing in the morning by a member of the breakfast team, who has received full instructions from the Warden. Check the breakfast team is aware and that they should keep them topped up until after breakfast washing up, and then turned off until they are required before evening meal. The Warden is ultimately responsible for hot water and for re-lighting boilers and turning off as necessary.

## BOOKINGS

The Administration Manager will supply you with a list of those booked. All balances must be settled two months before the summer camp starts but any person arriving who has not completed their payment must pay the full camp late booking price.

You will also be informed of the maximum capacity for the site. Casual arrivals may be accepted by arrangement with the management team, but only up to this limit.

Extra meals may be supplied and charged at the appropriate rate (see ACCOUNTING). A 'week' is first day dinner to last day breakfast, although lunch on the 'middle day' is included where campers stay a second week. You have no discretion over how and when to charge which must be accordance with the schedule.

## CAMP DUTIES

Everyone on camp is expected to take a share of the chores necessary to keep the camp running efficiently. Allocation of tasks should be done in conjunction with the Caterer. This will depend upon the number of adults and older teenagers present, not on the total numbers booked. Before deciding on the numbers for cooks' duties make sure you have the other essential jobs covered. It is necessary to have some experienced cooks with new cooks, and not have a kitchen with new cooks/ young persons only! When allocating duties, try to involve everyone in a job as it aids camp cohesion, but take account of age, experience, ability and infirmity in allocating a suitable activity for each person.

To ensure a smooth-running camp which does not disadvantage new campers who may not be aware of the duty system the best practice is for staff to agree a specific time for duty handout. Explain this to campers as they arrive. At the allocated time, the Wardens and Caterers should sit together at an allocated table while campers queue to pick a duty for the week. Ensure that new campers are allocated a suitable duty.

It should be emphasised that some duties include a last turn on Saturday mornings and these need to be done. Remind them of this near end of the week.

- Toilet team to clean and replenish toilets. Do not skimp here as this is probably the single most important task. NB Second half of week jobs include Sat am clean.
- Site Hygiene team to keep the site clean and tidy, and hazardous areas protected. Unless you have a very large camp this duty can also include toilet lights. NB Second half of week jobs include Sat am clean.
- Hall/marquee tidy team includes cleaning tables which can often be given to teams of younger campers with a suitable adult to supervise. NB Second half of week jobs include Sat am removing tables and chairs from marquee and cleaning them and tidying craft boxes.
- Kitchen Fairies to hygienically clean the kitchen each evening under the supervision of the Caterer. Wipe surfaces, re-foil hobs, clean floors. Cooking pots and pans, washed by campers, rinsed under a running tap water and placed on the designated table to drain, must be checked for cleanliness and replaced in position in the kitchen.
- Recycling and Waste disposal from the kitchen and camp general waste is a camp duties job. This needs to be very accurate in Wales 2025 or removal of the waste is jeopardized. Recycling will need to be sorted and checked. Ensure the placing, emptying and cleaning bins at kitchen and washing up areas is carried out regularly, at least twice a day. NB Also to clear rubbish to bins on Sat am clean.
- Cooking Teams. Breakfast, Cooks of the Day, Cocoa, and possibly Cake-making.
- On a smaller camp, the breakfast team will do breakfast for the whole week, but with a large camp, half a week (Sun-Tue and Wed-Sat). Some 'early birds' may request this job. Pick a reliable team leader and approx. three helpers required depending on camp size. Boilers are lit first thing in the morning usually by the breakfast team.
- Cooks of the day prepare the main meal. You need someone who is experienced on each day's team and a minimum of four maximum six on a large camp. In larger camps cooks of the day may wish to split into those who prepare lunch and drinks and others who work on the evening meal.

- Evening drinks duty – two people each for half the week, where numbers permit.
- Cake-making – two people each for half the week, where numbers permit. Where camp numbers are low this job may be absorbed into daily cooks.
- From the early arrivals, a cooking team must be set up to prepare the first evening meal.

Anyone involved with a cleaning job, except for kitchen wash up duty, will not be included in any cooking duty. Try to involve everyone in a job, it helps to unify the camp if everyone is doing something.

Try to keep teams 'in the family'; that way children will be able to help in a supervised manner. Where the children are very young the parents might prefer to split duties so that one of them can look after the children whilst the other works.

On changeover day, the retiring Warden must ensure a cook team is arranged to prepare the evening meal.

### CAMP MEETING

On the first evening there will be a camp meeting where the Leader will welcome everyone (see LEADER section). Liaise with your Leader beforehand. The warden's participation in the meeting should include:

- Point out location of toilets, water (drinking and toilet washing), kitchen, showers and areas out of bounds.
- Clarify situation regarding toilet waste from camping vehicles and septic tanks - Members will need to use 'Green, Eco Friendly, Formaldehyde free' products or arrange their own discharge off camp.
- State no smoking or vaping in or within 10m of the hall, marquee, kitchen, or any other communal building or shelter.
- Point out where firefighting equipment is placed and the fire drill for evacuation in an emergency.
- Describe the position of fire assembly point. A fire bucket by each tent, filled with water, is now recommended because of risks relating to smoking at one's tent, hot weather, dry grass and cooking.
- Make sure campers are aware where the Wardens are camping in case of emergency.
- Draw attention to H&S noticeboards.
- Give the location of first aid kit and defibrillator and explain that campers must enter details of any accident in the accident reporting sheet in the first aid kit.
- Explain the location of the nearest hospital with Accident & Emergency cover and the local medical centre.
- Explain the need for a high degree of personal hygiene, especially with washing hands after visiting the toilet.

- Point out locations relating to the site, e.g., security, overhead cables, local residents etc.
- Describe the traffic management system. e.g., a one-way system, vehicle no-go areas, speed on site. Encourage a parking area just inside the site entrance for anybody who doesn't need their vehicle next to their tent. Speed limit on site is 5 mph.
- Recycling and waste disposal in Wales 2025 will need highlighted explanation!! The bins have signs but it will need talking through.
- Explain that parents are responsible for their children and teenagers aged under 18 at all times. There are NO SCHEDULED children's activities which are for unaccompanied children – parents are always responsible. Parents allowing teenagers to pitch their tents separately from them are still responsible for their good behaviour and safety.  
NO CHILDREN IN ANY OF THE BOILER AREAS.
- Explain the need to respect individual privacy, especially for photography, videoing and taping performances. Do not put anything on social media without checking permissions.
- Explain that Folk Camps runs on volunteer campers doing the jobs on site and explain the allocation of jobs or, if already started, which jobs remain to be allocated.

#### CAMPERS' COMMENTS BOX

The camp will have provided a lockable Comments Box and comment slips which must be available at all times. Comments can be made anonymously. Every day the Leader should check the box and take action where necessary. At the end of the camp the comments are to be returned to the Administration Manager.

#### CARAVANS AND MOTORHOMES

Your attendee list will tell you who is bringing a caravan or motorhome. Folk Camps Society holds an exemption certificate regarding planning laws so there is no restriction on the number of units permitted on each site. Please ensure that caravans and motorhomes are pitched in accordance with the "Folk Camps Society Code of Conduct" for sites.

#### WORKING WITH CATERERS

The caterer will have their own float and can make their own purchases for kitchen supplies if needed.

#### DEFIBRILLATOR

Folk Camps has provided an automatic defibrillator for emergency use at each of the main summer camps.

In the unlikely event that it will be required, all camp staff should familiarise themselves with how to use it.

1. Before going to camp, it is advisable to watch a Zollmedical video on youtube by searching “zoll fully automatic aed plus demo” or following this link:  
<https://www.youtube.com/watch?v=xouPVQgqrSk>
2. On arrival at camp make sure you know where the equipment is kept.
3. Familiarise yourself with how to use the defibrillator.
4. Make sure that any first aiders and medical personnel on camp are also aware that the equipment is available.
5. If the equipment has to be used, then ensure that the office is informed as soon as possible so that replacement pads can be obtained.

### DISTRIBUTION BOARD

The main electricity distribution board to the lighting and amplification systems is the warden’s responsibility. No additions or amendments can take place without the warden’s permission.

### DOGS

If dogs are allowed on site they must be kept on a lead. All exercising must be outside the camp site. Dogs must be kept far away from the hall or marquee, the entrances to the hall or marquee, workshop areas and the washing up areas and never enter the marquee, hall or kitchen areas. Inadvertent messes must be cleared up by the owner immediately. (See the “Dogs at Folk Camps policy”.) Campers should keep their dogs close to their own tent or caravan and ensure that they do not create a nuisance to their neighbours.

### EMERGENCY SERVICES

Ensure that details of the nearest hospital with Accident & Emergency cover and the local medical centre are on display in the hall or marquee, giving name, address, telephone number and times of opening. If this has not been supplied by the Administration Manager in advance, you should find out on arrival at site.

### EXPENDITURE ON EQUIPMENT

Wardens are permitted to purchase small items of equipment. Where it is necessary to buy a larger item (more than £100) the Administration Manager should be contacted first.

### FIRE PRECAUTIONS

The Wardens for the first week (or the setting-up party) will establish a fire assembly point in a prominent position away from the hall/marquee. Fire extinguishers points will be set-up in relevant positions. See Wardens’ Manual for more information.

It is the Wardens' responsibility to check every day that the fire extinguishers are primed and ready for use and arrange re-priming if required.

The Warden or designated 'fire safety person' is responsible for keeping a list of all persons on camp. The list should be kept in a safe place (not in the hall/marquee). If there is a fire safety incident a fire brigade control officer will need it.

#### FIRST AID

The warden is the declared person who is responsible for first aid on camp.

A trained first aider is not required on camp. However, there are often medically qualified campers or those with up to date first-aid experience on a camp. The leader will ask at the camp meeting for those people to identify themselves privately to the leader.

All staff and campers must be made aware of the location of first aid kits and defibrillator. A grab bag should be located in the main hall/marquee and a kitchen first aid kit should be located on the wall of the kitchen.

#### FRIDAY (LAST) NIGHT

An amount of up to £1 per head is allowed for buying materials for decoration and additional food for weeks camps. No alcohol may be purchased with Folk Camps' funds. Decorations must not create a fire hazard and should be removed the following morning.

#### GAS

Folk Camps only uses (Red Cylinders). A regulator of the correct pattern must be fitted to each cylinder. A separate 47kg cylinder is fitted to each oven/range and each generator. Fridges and hot water boilers are connected to a 47kg cylinder with a regulator which supplies a 3-way manifold. 19kg cylinders are for emergencies and used to reduce wasting gas. For guidance on positioning, consumption and connection please see Wardens' Manual.

#### GAS SAFETY More information in Wardens' Manual

In the Wardens' Master File there will be a new 'Log for Gas Cylinders'. The Gas Cylinder log will be kept by the cage, with extra copies in the folder. This will hopefully be an indication of any reduction of Gas used in conjunction with the Battery power station. Last year bottles had been replaced before they were empty, so we are hoping that this will also help to eliminate waste. Each cylinder will be numbered when it goes into the cage.

When not in use close down cylinder valves – last thing at night, when empty and in case of fire. Use clips on all connections, but do not over-tighten.

Keep children away from cylinders at all times and provide a screen to the boilers.

## GREASY WATER DISPOSAL

Ensure that there is a suitable place for the disposal of waste kitchen and campers' washing up water. This may be a pit which should be properly secure/safe.

## HEALTH & SAFETY

The Warden has overall responsibility for Health & Safety including First Aid. More information in Wardens' Manual.

## INVENTORY

With the Log Book you will have a list of FCS-owned equipment and a note of hired equipment. At the end of the camp check all FCS equipment is present; separate hired items to be collected by the contractor. We are often charged a large deposit on cylinders so make sure they are stored in a safe place if not collected before you leave site.

## LIGHTS

Electricity is supplied by the generator. The warden is responsible for the correct running of the generator and making sure an RCD is fitted before switching on. The oil level in the generator should be checked daily. The cable from the generator to the distribution board in the marquee must be fitted with due regard to the safe operation of the cable.

TOILET LIGHTS are often powered by batteries; spares are in the Warden's box.

## LOG BOOK

The camp Log Book will be kept for the purpose of recording essential information required by succeeding wardens and the camp dismantlers. It will include a daily checklist of tasks, as well as essential local information and must be updated regularly re visitors and illnesses.

This is not meant to be burdensome but a means of passing on essential information. The Log Book can also be used as a camp diary and a means of passing comments and suggestions to the Council of Management.

## MANUAL HANDLING

When heavy or awkward loads are to be moved or lifted, a Warden must make sure that the correct procedures are followed. If it is deemed that the object is too heavy or over-large get help; teamwork, properly managed, should solve the problem.

## PROBLEMS

If a major problem occurs with a marquee that you yourself or with the assistance of staff and other campers cannot resolve, call the office. The Administration Manager will arrange for the marquee contractors to visit the site to resolve the problem. Folk Camps can provide back-up equipment and additional staff if necessary, depending on how difficult any situation has become.

## RUBBISH DISPOSAL

Proper arrangements for the disposal of waste is essential. If there is no collection by the Local Authority, a skip will have been hired from an authorised waste contractor. Collection days vary from site to site so make sure, as far as possible, that there is sufficient space until next collection day. You might need to “pack the bins down a bit” or consolidate into fewer bins. Ensure the skip is used economically and tidily (make sure no rubbish is on the ground), and when approaching capacity arrange replacement. Campers may wish to arrange their own recycling.

## SAFETY

It is part of the Wardens’ responsibility to raise the camp’s awareness of safety. The site and the possessions of everyone must be safe; campers should be vigilant. Ensure the arrangements of cookers, etc is safe and secure. Make sure that the tops are level. It is essential that the floor should not be uneven or slippery (see also FIRE PRECAUTIONS).

## SECURITY

This is up to the Wardens initiative but you are not a security guard. Try to make sure that the camp is never left unattended and there is always at least one member of the staff team on camp at all times. Where the public, or other organised groups have access to the site, a patrol, especially after dark, could be a sensible measure.

## TIDYING MARQUEE

The area is to be swept after every meal and the tables wiped over. At the beginning of each week they must be thoroughly scrubbed.

Chairs and tables will need to be stacked away after the evening meal and re-assembled ready for breakfast at the end of the evening. Discourage campers from leaving their belongings in the marquee. You may wish to designate a specific area for the storage of instruments, music stands, etc.

## TOILETS

It is the Wardens’ responsibility to check and make safe access to toilet entrances and to protect campers from hazardous areas.

The toilets must be kept thoroughly clean - the warden arranges toilet duty teams. See Wardens’ Manual for more information.

## WASHING

Campers are not allowed to use Folk Camps’ equipment for personal washing other than the purposely erected shower facility. If Folk Camps supplies bowls for washing clothes or a mangle, these must be clearly marked and sited on a dedicated table well away from washing up and kitchen areas.

## WATER SUPPLY

See Wardens’ Manual for more information on water points, set-up and checks needed.



## WORKING AT HEIGHT

The Wardens are responsible for securing a safe working regime when ladders or other portable apparatus is being used. See Wardens' Manual for more information.

## END OF THE WEEK

Saturday morning clean up:

Basically make the site looks like it does on week 1, day 1.

The Leader can assist you in ensuring there are teams to do these tasks – some of these duties are included in the 'second half of the week jobs':

- Marquee - free of all debris etc. from previous party night; table + chairs all cleaned and ready for use; floor swept (mopped if necessary); bins emptied;
- Instrument/crockery store and stage areas all tidied. For those people stopping over for another week ask them to store things neatly.
- Main toilets and portaloos - all cleaned by duty team, fresh and stocked with soaps, loo rolls and nappy sacks.
- Shower/washing area - clean; check all shower units are present and functioning correctly.
- Field - free from litter, particularly around the pitches being vacated by outgoing campers (provide bin bags to those that might need them for this).
- Bins/skip – tidy with room for the next week if there is one.
- Kitchen – check with caterers that pots, pans utensils, floor and ovens are clean.

The leader will set up a lost property table.

Most of the above is also required on the last day of the final week. It's particularly important to make sure the loos are cleaned, the marquee is completely emptied and all rubbish/debris properly disposed of, kitchenware cleaned and the whole field is litter picked (and stray tent pegs removed). Ask that as many campers as possible spend a bit of time assisting with the final clear/clean.

Before you leave site, hand over to an incoming Warden. Give them any information about the site or surroundings that would be useful.

A brief report to the Council on how the camp went and anything you think Council should know is always appreciated and should be sent to the Admin Manager as soon as you can after camp.

## CATERER

The Caterer has overall responsibility for the smooth running of camp catering and management of the kitchen including ongoing hygiene and risk assessments, management of volunteer cooks and cleaners, and management of supplies. You are not expected to do all the cooking but to manage sufficient volunteers, to brief them on health and safety, and supervise their work.

The Caterers' Manuals are very comprehensive and should be followed for all detail to the caterer's role.

The Caterer is part of the team of staff and should be involved in team briefings and any information sharing.

### GENERAL DUTIES

- Ensure each meal is properly prepared, cooked and served on time. Be available one hour before each evening meal. Breakfast and lunch can often be left to the cooks if you are sure that they can manage and will not require help.
- All teams – however experienced – will require a full hygiene and safety briefing.
- Each week - check that deliveries arrive as arranged by the Logistics Manager.
- Ensure that the cooks understand the menus, preparations involved and cooking times. Give them adequate support to help plan for the correct quantities and provide delicious meals. Their satisfaction and enjoyment of being cooks for the day is important.
- Direct them in use of the Standard Meals & Standard Practice, which must be on display and available to them at all times.
- Caterers should provide detailed instructions regarding any allergies or food intolerances that have been disclosed by campers.
- Where there are two Caterers, they should coordinate their activities and work together before, during and at the end of the camp.
- If you have agreed to help train an apprentice, ensure they experience all aspects of the role: planning, people management, risk assessment, etc.

### PLANNING

- The Caterer who sets up the kitchen should liaise with the Warden regarding the safe layout of the kitchen, ensuring extinguishers and fire blankets are correctly placed and easily accessible.
- Caterers are asked to arrive at camp on the evening before the day their duty starts, in order to check stocks, orders, invoices etc. If you cannot arrive early contact the retiring Caterer and ask if they can delay their departure or determine a suitable way to have changeover communication. Breakfast on the changeover day is provided free of charge for the Caterer and their family.

- A list of campers will be sent to you so you can plan how you will manage any special dietary requirements by contacting the campers directly.
- The Caterer and Wardens will allocate the volunteer labour required for the kitchen. Sitting together when duties are being handed out is recommended. When allocating duties, try to involve everyone in a job as it aids camp cohesion, but take account of age, experience, ability and infirmity in allocating a suitable activity for each person.
- All volunteers need to be briefed fully on health and hygiene and food preparation requirements daily.
- Check on Friday all those who are staying on for the next week and provide a basic lunch from midday for them and for staff.
- Order and stocktaking forms need to be used as detailed in the manual.
- The logistics manager can provide you info about the following week's number of campers, if required.
- Caterers have a float for any petty cash spending (including party food) and an accounts sheet.

## SUPPLIES

Copies of grocery and provision orders made in advance by the Logistics Manager will be found in the Caterers, Orders & Stocktaking File. Milk and dairy produce, meat and vegetables will have been ordered the first week, although the caterer may amend these orders directly with the supplier. The first deliveries will be on the Saturday morning.

The wholesaler's first delivery of bulk groceries should be on Friday afternoon. An agreement with the supplier will have been made by the Logistics Manager and will have been paid for in advance. The caterer will have copies of the standard list for bulk groceries.

Each delivery should be checked by a Caterer. Keep all the delivery notes or invoices and return these to the Logistics Manager at the end of your week.

## HYGIENE & SAFETY

- The highest standards of hygiene are essential in and around the kitchen and in the preparation of serving of food. Brief all cook teams on hygiene rules before they start their duties, including which protective clothing to wear and on use of the proper equipment.
- Hand-washing is vital. Clean water, soap and paper towels must always be available in the kitchen. Remind the cooking team regularly.
- The hygiene rules chart must be displayed in a prominent position in the kitchen.
- Brief all cook teams about safe practice (refer to Caterer's Manual for extensive details), both for themselves and for other campers.

- Where there are life-threatening allergies, like peanut allergies, the Caterer should discuss management of this with the camper concerned and liaise with all camp staff on how the risk will be managed. With the person's permission, the whole camp may be informed of how the risk will be managed. The Caterer and camper should complete the relevant risk assessment and sign the agreed action plan.
- Carry out and record daily checks of fridges, check cleaning and knife safety.
- Maintain the catering health and safety folder that includes the allergen risk assessment, the records form daily checking of fridges and COSHH forms for cleaning products.
- No medicines or campers foods are allowed to be kept in FC kitchen fridges anymore. Campers must make other arrangements.
- Be prepared to present your documents for checking by anyone authorised to do so, including a Folk Camps nominated health and safety representative who will check once in the week.

### POTATOES

Immediately after breakfast, arrange for campers to peel potatoes/ carrots for their evening meal and ensure the equipment for this purpose is put out. If each family prepares sufficient for its own need, plus a couple more, there will be sufficient for the duty cooks as well.

### DRINKS

Duty cooks prepare a cup of tea or coffee or squash for all on camp at 11:00, and a cup of tea at 16:00. Before preparation, check how many people are on site.

### LUNCHES

Lunches will be available from 12.30. Basic packed lunches can be made available earlier if ordered in advance.

### PARTY NIGHT

Council have decided that party food needs to be simplified so there is less work for the caterers, no hot food and less waste.

As tastes may be changing, Council suggests a poll at each week of Marquee camp so that the campers express their preferences from:

1. No party food; 2. Crackers, cheese, grapes & apples; 3. Cold pizza, crisps, cakes and more traditional party food.

All leftover food must be binned at the end of the party evening to help the next week's staff or the breakdown team – preferably with additional tidy up help from campers and not all left to the caterers.

An amount of up to £1 per head is allowable for the purchase of materials for decoration and additional food. No alcohol may be purchased with Folk Camps' funds. Keep in mind that campers will have already eaten earlier; don't prepare too much.

## PETTY CASH

You will receive a float from the Administration Manager which must be accounted for in the usual way. Please send all receipts to the Administration Manager after the camp.

## CATERING DUTIES TEAMS

The Caterer and Warden will collaborate to organise the volunteer labour for the kitchen thus: Breakfast team, lunch team, evening drinks, cake-making and cooks of the day.

On a smaller camp, the breakfast team works the whole week on a larger camp half the week. Sometimes “early birds” will specially request this job. You need a reliable team leader and between three and five helpers, dependent on the size of the camp.

Cooks of the day prepare the main meals. It is important that each day there is someone in the team who is experienced at the duty. Arrangements for cake making can operate on a voluntary basis or as a separate duty depending on the size of the camp.

For the first camp meal, from the early arrivals, a cook team must be set up to prepare the first evening meal.

Kitchen cleaning is a dedicated separate duty (kitchen fairies) which should ensure that all the kitchen surfaces (including the floors) and equipment are cleaned and pots are clean and put away.

If the camp is large enough a ‘Kitchen wash-up team’ can be allocated as a separate team. For hygiene reasons it is essential that cooking pots and pans are properly cleaned. Anyone involved with a cleaning job (except for kitchen wash up duty) will not normally be included in any cooking duty unless the camp is very small.

Try to involve everyone in a job as it aids camp cohesion if everyone is seen to be doing something. Where children are very young, the parents might prefer to split duties so that one of them can look after the children whilst the other works.

## END OF THE WEEK

Saturday morning clean up –

It is important that any scheduled jobs by the cleaning team are done on Saturday morning before leaving to ensure that pots, pans utensils, floor and ovens are clean.

Before you leave site, hand over to an incoming caterer for weeks 2-4. Give them any information about the kitchen, supplies, site and local suppliers that would be useful.

A brief report to the Council on how the camp went and anything you think Council should know is always appreciated and should be sent to the Admin Manager as soon as you can after camp.

## POLICIES SUMMARY

- for each full policy check FOLK CAMPS website

<https://folkcamp.co.uk/policies-and-legal/>

- Booking Conditions – what all campers have agreed to! Please read the full details under the booking conditions policy.
- Safeguarding Policy & Guardianship Policy - Children under the age of 18 are the responsibility of their parent or guardian at all times whether on camp, in a folk camp activity or on a folk camp trip. - Guardian includes by default the named booking adult (over 21). Where a child is attending camp with another adult/family and is part of their group booking Folk Camps assume that there is mutual agreement between the parents and booking adult that they will fulfil the guardian role and act in Loco Parentis.
- Health And Safety Policy Ultimate responsibility for Health and Safety lies with the Council of Management which includes the Health and Safety Working Group. The contractors both advise and are advised by the Council of Management in many areas, including Health and Safety. All Site Staff – Leader, Warden, Caterer, Musician are responsible for overseeing Folk Camps Society's H&S policy implementation. When necessary, additional guidance for Health and Safety can be obtained through: •regular training of staff and contractors in such areas as Food Safety, Fire Safety, Materials Handling etc. • seeking advice from Health and Safety professionals, and other consultants or agencies and organisations.
- Environmental Policy - Folk Camps Society is a low impact organisation. Policy decisions consider recycling, sewage disposal, noise pollution, dogs, biodiversity, waste and litter, local and ethical sourcing of food provisions. Management functions mainly online with physical meeting locations chosen carefully.
- Dogs at Folk Camps Policy – already summarised well in manual for wardens. No more than 2 dogs allowed per party and if any dog owner fails to control their dog and does not follow FC rules, then Folk Camps reserves the right to exclude the dog from the camp site and to refuse to accept further bookings which include dogs from that dog owner.
- Special Diets Policy Special medical dietary needs will only be catered for following advance agreement by Folk Camps.
- Complaints Policy – issues on camp are encouraged to be discussed with the leader or in comments box, other staff or council member. Outside camp or more formal complaints should be sent by email or letter to the chair. An acknowledgement is promised within 5 days and response within 20 days.

- Credits Policy – volunteer staff members accrue credits, read document for detail. Credits will expire and cease to be redeemable after a period of five seasons of camping (normally five calendar years).
- Memorandum and Articles of Association – legal document from 1968 when the company was founded, explaining its aims and purpose.
- Privacy Policy – explains that we comply with current Data Protection legislation.
- Accessibility Statement – shows willingness that we aim to make folk camps as accessible as possible.
- Code of Conduct for Camping Sites – the warden is responsible for ensuring that these codes are adhered to and there is also info regarding site suitability. Rules refer to the venue, nuisance, road safety and access, spacing and density, fire precautions, chemical toilets, refuse and waste disposal.