



## EVENT GOVERNANCE & ROLES POLICY

**Applies to:** All participants, leaders, International Service Team (IST) members, contractors, visitors and external partners.

### 1. Purpose of This Policy

The purpose of this policy is to clearly define:

- The governance structure of Chamboree
- Roles, responsibilities and authority at each level
- Decision-making processes
- How decisions are made and escalated
- Lines of accountability
- How teams communicate and collaborate.

Chamboree is delivered entirely by volunteers, collectively known as the International Service Team (IST). A clear governance structure ensures safe delivery, legal compliance, strong safeguarding and welfare practice, and a positive experience for all participants.

### 2. Governance Principles

Chamboree operates according to these principles:

- **Youth First**  
The safety, wellbeing and experience of young people is the priority in all decisions.
- **Clear Accountability**  
Authority and responsibility are defined and understood at every level.
- **Volunteer-Led Delivery**  
All roles are undertaken by volunteers acting within their agreed responsibilities.
- **Competence & Safety**  
Volunteers are briefed, supported and appropriately trained for their roles.
- **Collaborative Leadership**  
Departments work together to deliver a unified event.
- **Proportionate Decision-Making**  
Decisions are taken at the lowest appropriate level, escalating only when required.

### 3. Governance Structure Overview

Chamboree is governed through a tiered structure:

1. Camp Chief
2. Deputy Camp Chief (where appointed)
3. Event Leadership Team (ELT)
4. Department Leads (and Deputies where appointed)
5. Team Leaders (e.g. Subcamp Leaders, Activity Zone Leads, etc.)
6. International Service Team (IST) Members
7. Participants and Group Leaders

Each level has defined responsibilities and authority.

#### 3.1 Shared Responsibility & Duty of Care

Notwithstanding the above governance structure overview; safety, safeguarding, welfare and inclusion are everyone's responsibility. All persons on site are empowered and expected to raise concerns and intervene appropriately where unsafe or unacceptable behaviour is observed.

### 4. Camp Chief

The Camp Chief is the highest level of authority at Chamboree.

#### 4.1 Responsibilities

The Camp Chief is responsible for:

- Overall leadership and strategic direction
- Final authority on safety, safeguarding and governance matters
- Approval of event-wide policies
- Oversight of risk management and major incidents
- External representation and liaison with Scouts and Girlguiding leadership
- Final decision-making in disputes or escalated matters.

#### **4.2 Authority**

The Camp Chief may:

- Pause or cancel activities or operations
- Authorise emergency actions
- Overrule decisions for safety or safeguarding reasons
- Remove individuals from site
- Delegate authority to the ELT while retaining ultimate responsibility.
- Exercise any additional authority or take any action deemed necessary for the safe, lawful, and effective operation of Chamboree, whether or not specifically described within this policy

#### **5. Deputy Camp Chief**

Where appointed, the Deputy Camp Chief supports the Camp Chief.

##### **5.1 Role of the Deputy Camp Chief**

The Deputy Camp Chief:

- Acts on behalf of the Camp Chief when delegated
- Supports strategic decision-making and governance
- May chair the Event Leadership Team when required
- Provides continuity of leadership
- Supports escalation and dispute resolution.

When acting on behalf of the Camp Chief, the Deputy Camp Chief carries the same authority.

#### **6. Event Leadership Team (ELT)**

The Event Leadership Team (ELT) comprises all Department Leads, chaired by the Camp Chief or Deputy Camp Chief. The ELT provides collective leadership for the event.

##### **6.1 Responsibilities**

- Coordinated delivery of the event across all departments
- Strategic planning and oversight
- Cross-department decision-making
- Managing complex or escalated issues
- Supporting the Camp Chief in governance and assurance.

##### **6.2 Decision-Making**

- The ELT acts collectively
- Decisions are normally made by consensus
- The Camp Chief (or Deputy when acting) holds final authority where required.

#### **7. Department Leads**

Each functional area is led by a Department Lead, with a Deputy or Assistant where appointed. Typical departments include:

- Camper Experience
- Programme
- Operations
- Media

- Staff Support & Safety
- Retail
- Finance

### **7.1 Responsibilities**

Department Leads are responsible for:

- Planning, delivery and evaluation of their area
- Leading and supporting Team Leaders
- Ensuring compliance with policies and risk assessments
- Managing staffing, rotas and supervision
- Escalating significant issues to the ELT
- Providing regular updates to the Camp Chief and ELT.

### **7.2 Authority**

Department Leads have operational control of their area and may:

- Make day-to-day decisions
- Stop unsafe practices
- Reallocate resources within their department
- Escalate matters beyond their authority.

## **8. Team Leaders**

Team Leaders deliver frontline operations.

Examples include:

- Subcamp Leaders and Deputies
- Activity Zone Leads
- Catering, Transport, First Aid, or Security Leads.

### **8.1 Responsibilities**

Team Leaders must:

- Supervise and support staff and volunteers
- Deliver activities or services safely
- Ensure safeguarding and welfare standards are met
- Manage briefings and handovers
- Report incidents promptly
- Maintain accurate records
- Foster a positive, inclusive team culture

### **8.2 Authority**

Team Leaders may:

- Stop unsafe practices immediately
- Manage behaviour and safety issues locally
- Request support or escalation when required.

## **9. International Service Team (IST)**

All volunteers working on the event are part of the International Service Team (IST).

IST members must:

- Follow instructions and policies
- Carry out their role safely and professionally
- Report concerns promptly
- Uphold Scouts & Girlguiding values
- Act in accordance with the Code of Conduct.

## **10. Group Leaders**

Group Leaders retain duty of care for their own young people.

Responsibilities Include:

- Supervision and behaviour management
- Welfare and pastoral care
- Communication with Subcamp Teams
- Reporting safeguarding or welfare concerns immediately.

### **11. Duty Manager (Operations)**

- On duty 24 hours a day
- Coordinates incidents and site operations
- Oversees night-time operations
- Mobilises welfare, safeguarding, medical and security resources
- Escalates significant issues as required.

### **12. Duty ELT Member**

- Member of the Event Leadership Team on call 24/7
- Acts under delegated authority from the Camp Chief
- Provides continuity when the Camp Chief is unavailable
- Supports strategic decision-making
- Provides SRI continuity and ELT escalation
- Supports major incident management.

### **13. Major Incident Governance**

In major incidents, the chain of command is:

- On-scene IST member
- Team Leader
- Duty Manager
- Duty ELT Member
- Camp Chief.

Emergency services assume primacy when engaged.

### **14. Compliance With This Policy**

Failure to follow this governance structure may result in:

- Removal from role
- Revocation of site access
- Escalation to home organisations.

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