



SUBCAMP & NIGHT-TIME OPERATIONS POLICY

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

1. Purpose of This Policy

This policy sets out how subcamps and the wider campsite operate, including expectations for site conduct, supervision, quiet hours, night-time movement and curfew arrangements.

Its purpose is to:

- Maintain safety, supervision and wellbeing on subcamps
- Reduce risk during night-time hours
- Provide clear, practical guidance for Group Leaders and IST
- Ensure consistent site operation across all subcamps.

This policy explains how the site operates.

Standards of behaviour are set out in the Code of Conduct.

2. Relationship to Other Policies

This policy must be read alongside:

- Code of Conduct (behavioural expectations)
- Safeguarding Policy (risk, harm and escalation)
- Mental Health & Welfare Policy (support and wellbeing)
- Fire Safety Policy
- Event Governance & Roles Policy.

This policy does not define disciplinary consequences or safeguarding thresholds.

3. Subcamp Structure & Responsibilities

3.1 Subcamp Teams

Each subcamp is supported by a Subcamp Team who:

- Provide local oversight and support
- Act as the first operational contact for Groups
- Support day-to-day site management
- Coordinate night-time operations within the subcamp
- Escalate issues to the Duty Manager when required.

3.2 Group Leaders

Group Leaders are responsible for:

- The supervision, welfare and whereabouts of their participants
- Ensuring participants understand subcamp routines
- Managing bedtimes, wake-ups and night-time routines
- Enforcing curfew and quiet hours within their group
- Escalating concerns promptly when required.

4. Daytime Subcamp Site Conduct (Operational)

During daytime hours, all Groups must:

- Remain within permitted areas of the site and ensure appropriate supervision arrangements are maintained at all times
- Keep tent areas, walkways and communal spaces tidy and safe
- Ensure fire lanes, access routes and emergency exits remain clear
- Store equipment and personal belongings safely within pitch boundaries
- Follow instructions issued by Subcamp Teams or Operations staff.

Noise should be reasonable and considerate of others sharing the campsite.

5. Quiet Hours

Quiet Hours: 23:00 – 06:30

During quiet hours:

- Noise must be kept to an absolute minimum
- Activities that may disturb others must stop
- Music, amplified sound and shouting are not permitted
- Groups should settle participants promptly.
- Generators can only between 07:30 and 22:00

Quiet hours apply across the entire campsite.

6. Night-Time Operations & Curfew

6.1 Curfew

Unless part of an authorised programme activity:

- **All participants must be within their own subcamp areas by 23:00**
- Young people must not visit other subcamps after curfew
- Evening movement should reduce progressively from 21:00 onwards.

6.2 Night-Time Supervision

At night:

- Group Leaders remain responsible for their participants
- Leaders must know where participants are sleeping
- At least one responsible adult must be **available and contactable**
- Appropriate supervision ratios must be maintained.

Leaders are responsible for appropriate supervision during evening activities and ensuring compliance with quiet hours.

7. Movement at Night

7.1 Participants

After 23:00, participants must not:

- Leave their subcamp
- Move around the site without a Group Leader
- Visit other subcamps or staff areas.

Exceptions apply only for **medical or welfare reasons** and must be supervised.

7.2 Adults & IST

After curfew:

- Movement should be purposeful and minimal
- Lit pathways should be used
- Torches or headlamps should be carried
- Quiet hours must be respected.

8. Night-Time Welfare & Support

If a participant or adult becomes distressed at night:

- Group Leaders should provide first support
- Subcamp Teams can be contacted for assistance
- The Duty Manager (24/7) coordinates escalation
- Concerns that indicate risk must be escalated via the Safeguarding Policy

No one should manage night-time issues alone.

9. Fire Safety & Emergencies at Night

At night:

- Fire routes and access points must remain clear
- Any fire alarm or emergency instruction must be followed immediately
- Fire safety instructions override curfew and quiet hours

Commented [LL1]: @Nigel Flatman does something need mentioning here about generators?

Commented [DH1R2]: Yeah - Laura you can find wording in the Electrical & Infrastructure Policy

Commented [LL1R3]: Added in

- Subcamp Teams and Duty Manager coordinate response.

10. Visitors & External Movement

Visitors:

- Must follow site access rules
- Are not permitted to remain on subcamps overnight unless authorised
- Must leave the site by published times

Any unauthorised presence overnight must be reported immediately.

11. Escalation & Reporting

Operational issues should be escalated as follows:

Group Leader → Subcamp Team

Subcamp Team → Duty Manager

Duty Manager → Relevant lead and/or Duty ELT Member as required

Emergencies must be reported immediately via the Duty Manager or 999.

12. Missing Participant at Night

A missing participant during night-time hours is considered high risk.

Immediate actions include:

- Alerting the Subcamp Team and Duty Manager
- Maintaining supervision of remaining participants
- Escalation in line with the Lost Young Person/Adult Policy.

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