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|  | **County Patrol Camping Weekend**  **4th – 6th October 2024**  **Intouch Procedure** |

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| **Event:** | County Patrol Camping Weekend (CPCW) |
| **Location** | Horley Scout Centre, Wroxton Road, Horley, Banbury, Oxfordshire OX15 6AU |
| **Organising authority:** | Oxfordshire Scout County |
| **Organiser:** | Joff Greer |
| **Date:** | 6pm Friday 4th October – 2 - 3pm Sunday 6th October 2024. |
| **Attendees:** | Scouts, Explorer Scouts and Adults Volunteers |
| 1. **How Leaders will communicate with parents.** | Each Troop attending is to have its own In Touch procedure to suit their troop arrangements and needs. Scouts attending are also required to provide home contact details that can be used during the event in a back up situation by the event centrally. The organisers collect these details before the event starts.  Leaders will communicate with parents using contact details collected before the event in line with their In Touch procedures. |
| 1. **How parents will communicate with Leaders.** | The parents will be provided with a telephone number to be used to contact their Troop leaders in accordance with Troop in Touch Procedures. They will also have an emergency contact number for the main event. |
| 1. **How participants and responsible (but not present) Leaders will communicate.** | Scouts will be asked to address problems with their Leaders in the first instance. |
| 1. **How participants and parents will communicate.** | Mobile phones are allowed at the event. There is no prohibition on communication between Scouts and parents unless within Troop procedures. Such communications are however to immediately cease in the event of a major incident.  Scouts will be asked to address problems with their Leaders in the first instance rather than immediately calling home. |
| 1. **How will non Troop adults – staff and permit holders communicate with those off site.** | This group may communicate with those off site directly. In the event of a major incident all communication is to be routed through the appointed Event In Touch contact who shall manage all communications between the site and external world. That person shall communicate with the Event lead Joff Greer, Deputy Event- lead Will Kent or an appointed representative. |
| 1. **Communication between Leaders and Commissioners in the event of an emergency.** | The event lead or nominated deputy will call the County Commissioner or the Deputy County Commissioner where needed. The County Commissioner or a Deputy County Commissioner will be contacted in the event of a major event immediately before the InTouch contact, or where the need arises via the InTouch contact. The above commissioners may also be present on the event |

As per the InTouch fact sheet:

“**Leaders**” means the people running the event.

“**Parents**” means the parents, guardians, carers and next of kin of the participants.

**“Participants”** for this note shall mean all under 18 years old including those taking part in the activities and all under 18’s including those providing support.

**2024 Contact information**

**Event Lead Joff Greer 07917 197066**

**Deputy Lead Will Kent 07305 434618**

**Event In Touch Andrew Stokes 07471 948909**

**County Commissioner Wendy Tatham 07766 685774**

**Deputy County Commissioner Robert Spence 07590 109575**