



Challenge 26 – Contractor and Visitor Policy

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Authored on: March 2026

Date of review: September 2026

Version 1.0:

Applies to: all contractors, external providers, tradespeople, guests and other visitors entering the Challenge 26 event site. This includes parents and carers dropping off or collecting young people. Where parents or carers have arranged with their child's Scout Group to stay for the to help, they are treated as a leader and not a visitor.

Purpose: to maintain a safe, respectful and well-controlled environment for young people.

1) Arrival, sign-in and identification

- All contractors and visitors must sign in with the event team at the event admin point, or with the contractor car park security attendant, before accessing any area of the site. This excludes parents/carers dropping off before 9pm on Friday and collecting after 2pm on Sunday.
- A visitor or contractor lanyard must be clearly displayed at all times while on site during the event operation times (Friday 5pm to Sunday 7pm), ensuring visibility to staff and safeguarding personnel. This excludes parents/carers dropping off before 9pm on Friday and collecting after 1:15pm on Sunday.
- Sign-out is required on departure to maintain accurate site records. This excludes parents/carers dropping off before 9pm on Friday and collecting after 1:15pm on Sunday.

2) Behaviour and communication expectations

- Contractors and visitors must communicate respectfully with adults and young people at all times.



- No swearing or abusive language is permitted anywhere on site.
- Tone, behaviour and body language must remain calm, appropriate and professional in line with safeguarding good practice.
- Contractors are expected to dress and behave professionally at all times. This includes keeping tops on, even in hot weather.
- Failure to behave in a professional and safe manner, or to follow the content of this policy, could result in removal from the site and, where relevant, reporting to the Scouts safeguarding team and/or the police.

3) Smoking, vaping and substance-use rules

- Smoking or vaping is only permissible in the designated areas. Adults must use the designated contractors' smoking area only. Smoking is banned in enclosed and semi-enclosed spaces, and in event vehicles.
- The event operates a zero-tolerance policy towards:
 - Alcohol consumption on site
 - Illegal drugs
 - So-called "legal highs"
- Use of such substances could result in removal from site and a report to the police and the Scouts safeguarding team.

4) Vehicle movement, speed limits and marshalled access

- Contractors and visitors must follow all posted site speed limits.
- Where no speed limit is displayed, the limit is 5mph in all event areas to ensure safe movement around young people.
- During live event times, no vehicle may be moved within the event area (the activity field or campsites) without approval from a member of the event management team or their designates. A marshal may be required to escort the vehicle.
- Vehicles must not enter activity areas unless
 - Explicitly directed by an event marshal OR
 - Within the published setup times of 7am-9am on Saturday and **Sunday** mornings.

5) Safety, safeguarding and reporting duties

- Contractors and visitors must follow all safety and safeguarding instructions issued by the event team and comply with the site's risk assessment measures and the Scouts Safe Scouting procedures.
- Any safety or safeguarding concern must be reported immediately to either:
 - A member of the programme team on the activity field
 - A member of the management team in purple hi-vis
 - The event admin point
- Visitors and contractors may also report safeguarding concerns directly to the Scouts UK Safeguarding Team using details found [here](#) and in Appendix B.
- Contractors cannot remain on the event site overnight, unless specific arrangements have been made, which will involve the contractor holding a DBS obtained through the Scouts.
- Safety and safeguarding concerns may include unsafe behaviour, environmental hazards, inappropriate conduct, or any risk to young people.
- Safeguarding guidance will be provided to contractors working on the event site during live event times.
- In the event of poor weather, the Event Management Team may ask you to close your activity early or to relocate to a more appropriate area on the site.

6) Access to on-site facilities

- Unless specific arrangements have been made as part of the contract, there is no access to on-site catering for contractors. It is expected that contractors will provide their own lunch when working a full day on the event site. There are no facilities to purchase food on the event site.
- Toilet facilities are available across the site as unisex single 'portaloo' style units. Accessible toilets are also spread across the site.
- Cold and hot drinks are available on site during the event operating hours.

7) Incidents

- Please report any incidents or accidents to a member of the event management team, who will be wearing purple high visibility vests, or by calling the phone number on the back of your visitor pass.
- First aid cover is provided on the activity field (when open) and by the main admin hub.
- Please follow the directions of the event management team in the event of an incident.

8) Media, including photography

- Where agreed with the Programme Team, visiting activity providers may take photographs of their activities in progress. The photographer must ensure that:
 - Photographs do not identify the full face of a particular young person. Shots from behind including backs of heads, or hands, or shots from a distance are recommended.
 - Photographs do not include any young person wearing a blue and yellow 'smiley face' necker.
 - Photographs do not include legible Group or District names on uniform.
- Contractors and visitors must not bring or use drones on the event site.



Appendix B: Safeguarding Code of Conduct

Safeguarding

Code of Conduct for Adults

In Scouts, the welfare of children and young people is our priority. Everyone has a duty to report safeguarding concerns, and all adults must follow this Safeguarding Code of Conduct.

Children and young people first.
If in doubt, report it.

Find out more at
scouts.org.uk/safeguarding



If a child or young person tells you about a concern, you must do the following.

1. Allow them to speak without interruption, and accept what they say.
2. Be understanding and reassuring, but do not give your opinion.
3. Tell them you will try to help but must pass the information on.
4. Write careful notes of what was said using the actual words used. Don't ask leading questions or try to find out whether the concern is justified.
5. Make sure that Scout activities do not cause further risk to their welfare.
6. Contact the Safeguarding Team.

If you are concerned about the welfare of a child or young person, or if there is a concern, complaint or allegation, about you or another adult, inside or outside of Scouts, you must do the following.

1. Write careful notes of what was said using the actual words used.
2. Do not ask leading questions or try to find out whether the concern is justified.
3. Make sure that Scouting does not cause further risk to your or their welfare.
4. Contact the Safeguarding Team.

Procedure for reporting safeguarding concerns

1. **Gather the necessary information**
 - Make sure that you have the name, date of birth, address and phone number of each person involved with the concern.
 - Find out when the people involved will next be at a Scout meeting or activity.
2. **Contact the Safeguarding Team**
 - Use the reporting form on the Scouts website to report the concern to the Safeguarding Team. Include as much information as possible.
 - If you can't fill in the form online, call +44(0)20 8433 7164

- (9am to 5pm, Monday to Friday) or email safeguarding@scouts.org.uk
- In an emergency outside the above times, you can contact the Safeguarding Team by calling the Scouts Support Centre on +44(0)345 300 1818.
- Follow the Safeguarding Team's advice and take no further action unless they tell you to.
- Ask questions if you're not sure what to do.

It is your duty to report all safeguarding concerns, whether you are told about them directly or indirectly, as soon as possible (always within 24 hours). If you are not sure what to do, or you are not sure if a concern has been reported, contact the Safeguarding Team.

If a child or young person is at immediate risk of harm, call 999 or 112 and ask for the police. Tell the Safeguarding Team you have done this.

You can also call the NSPCC on 0800 800 5000 or email them at help@nspcc.org.uk

Code of conduct

Do remember that you are a role model at all times, inside and outside of Scouts. You must set a good example for others to follow.

Do treat everyone with dignity and respect in line with the Scout Values.

Do treat all young people equally – do not show favouritism

Do follow the adult-to-young-people ratios at all times.

Do remember that you have been placed in a position of trust – do not abuse this trust.

Do report all safeguarding concerns directly to the Safeguarding Team as soon as possible, and always within 24 hours

Do contact the Safeguarding Team if you receive details of any statutory agency (for example, the police, the Local Authority Designated Officer (LADO) or children's services) involvement regarding a member.

Do remember that someone may misinterpret your actions.

Do respect children's and young people's right to personal privacy.

Do act within appropriate boundaries, even in difficult circumstances.

Do encourage an open and transparent culture, where people challenge or report behaviour that is not in line with this code.

Do make everyone aware of our safeguarding arrangements. Share our Yellow Card with volunteers, parents and guardians, and display it where meetings take place.

Do create an environment where children and young people feel safe and able to voice their concerns.

Do have separate sleeping accommodation for young people and adults, as well as young leaders working with a younger section.

Do plan activities that involve more than one other person being present. If that's not possible, make sure other people can see and hear what's going on.

Do not plan to be alone with a child or young person in Scouts, either online or in person.

Do not drink alcohol when you are directly responsible for children and young people in Scouts, and never allow under 18s to drink alcohol on Scout activities

Do not trivialise concerns or abuse.

Do not let concerns or abuse go unreported. Contact the Safeguarding Team, especially if you feel your concern has not been taken seriously.

Do not join in physical contact games with children and young people.

Do not overstep the boundaries with children and young people by being involved in friendships or personal relationships with them.

Do not allow activities that encourage bullying behaviour, including initiation ceremonies, dares or forfeits.

Do not use inappropriate, suggestive or threatening language, whether verbal, written or online.

Do not rely on your reputation or position to protect you.

Do not get involved with a safeguarding concern if you have a personal friendship or family connection with those involved. Step back and tell the Safeguarding Team about the connection.