

# Adventure Camps Briefing & Handover Checklist



## Morning Briefing

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| ■ Arrive on time with correct uniform and energy.                            |
| ■ Listen to Site Manager's updates on timetable, safety, and safeguarding.   |
| ■ Note any medical/allergy/SEND needs shared.                                |
| ■ Raise equipment shortages or last-minute needs.                            |
| ■ Leave the briefing motivated, aligned, and clear on your responsibilities. |

## During-the-Day Handovers

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| ■ Confirm group headcount before and after handover.                |
| ■ Share important notes (injuries, behaviour, encouragement needs). |
| ■ Ensure children are calm and ready for the next activity.         |
| ■ Smooth, professional transition — no gaps in supervision.         |

## End-of-Day Debrief

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| ■ Attend promptly — this is non-negotiable.                    |
| ■ Share highlights, challenges, and key updates.               |
| ■ Log safeguarding concerns, incidents, or accidents formally. |
| ■ Suggest improvements or quick wins for tomorrow.             |
| ■ Leave feeling supported and ready for the next day.          |