



UNIVERSITY OF CAMBRIDGE

Office of External Affairs
and Communications

How to run a Chypps session:

Introduction to programme:

Sessions take place all over the city; on the recreation grounds and community centres, as well as any other open space, parkland or green in the city. These are in locations where the City Council has identified a need for activity owing to a lack of provision for children and young people. They aim to provide 10 sessions at different areas across the city each day, for the entirety of the school summer holidays.

The University has been involved in this programme since 2007. Our support has grown steadily over the last few years, and we now offer over 25 sessions to the programme each year. It's a really fantastic programme to work on as you get the opportunity to take the University out to children who may not have been involved with us before. Its also a programme where anything goes, below is some guidance on how to plan your sessions, as well as how they work. It's very difficult to give definitive advice as there are no rules – each session is different, which makes it a very fun and challenging programme to be a part of.

The Chypps team also deliver this programme during every school holiday; if you would like to get involved at any other time of year please contact Shelley Bolderson using the details below.

Activity planning:

Sessions last for two hours, this will involve around 30 minutes set up and clear up time so please allocate three hours for each session.

Sessions are drop in so activities should be developed to accommodate this. Where possible, it is often a good idea to bring a number of smaller activities which last around 15 – 20 minutes each. These will cater for those children who drop in for shorter periods. It also accommodates those children that stay for the majority of the session – they are then able to rotate around the activities. However there is a lot of flexibility to run activities in your own style, in this programme, anything goes, sessions range from sport, to craft to cookery and much more.

Examples of activities that have worked well include:

- Rocket building;
 - Building rockets out of paper and launching them using air pressure.

This activity worked well over two hours as children were able to decorate their rockets, and then launch them. Children often make more than one rocket as they want to improve on their design, many stay for the majority of this session. With this there is also the option of participating for a shorter amount of time.

- Discover archaeology;
 - Paper roman sandal making; creating and decorating a paper sandal using paper, wool and a template based on a roman sandal.
 - Making medieval braids; making braids using wool and card.



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- Find excavations and identification; pot sherds/flint and animal bone in a tray of sand.

This session worked well as there are a number of small activities lasting 15 – 20 minutes that the children were able to rotate around, or just participate a few of them.

The number of children in attendance at these drop in sessions can be very variable. On the whole, sessions normally involve around 20 children. However we have had between 6 – 45 children at any one session so again this is difficult to estimate. Attendance is often determined by the weather.

If possible please record numbers in attendance, ages, and significant information at each session, and where possible try to capture a snapshot of how it went and any feedback from the participating children. Members of the Community Affairs team may be in attendance so we can do this for you; we may also take pictures and will ensure we get the relevant permissions where necessary.

Age range

The programme is designed to cater for children of all ages. The children that tend to participate range from 5 – 13 years old. However please provide activities for children of any age as attendance is variable. It is stipulated by the Chypps team that children under 5 are accompanied by an adult at all times.

Children over 5 may be present without a parent or carer. The Chypps team are responsible for the behaviour of the children at the session, so please ensure they are aware of any behavioural/tricky situations that arise. Your responsibility lies in delivering the activity only.

In order to be covered by the University insurance policy, a risk assessment is required; guidance in how to complete a risk assessment can be found below.

Support needed:

For many departments, the summer is often a difficult time for recruiting volunteers, if you need support for your session then please contact Shelley Bolderson and she will either supply members of the Community Affairs team or work with the Chypps team to find support. Both the Chypps team and community affairs have a lot of experience in delivering activities.

The summer programme is an excellent way of trying out new activities, it's a really relaxed and flexible programme and the Chypps team can run an activity alongside yours if you feel like you may need it. It is often a good to request a small activity to be provided by the Chypps team, such as rounders, this can be brought out if your activities don't work so well/don't last the whole session.

Where sessions are planned for outdoor areas, there is the option of requesting a Chypps Marquee, these are 3m's x 3m's and have detachable sides. If you would like a marquee at your session please request one from Shelley Bolderson in advance.



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The Chypps team are easily identifiable from their red t-shirts and have asked the University to provide our own. If your department has their own t-shirts then please bring them along. If you require a t-shirt(s) at your session then please contact Shelley Bolderson.

You can request £30 per session to cover any expenses you may incur, notification in advance is beneficial, if your session requires any extra funding then please discuss this with Shelley Bolderson as we may be able to arrange extra funding.

Risk assessments:

In order to be covered by the University Insurance policy, it is essential to carry out a full risk assessment before each activity, however please do not spend too much time on this, they are short and concise documents that do the following:

- Identify the hazards
- Identify the people who may be exposed
- Evaluate the significant risks of exposure
- Recognise the likelihood of foreseeable incidents
- Select realistic and practical precautions

Advice can be found on the Health and Safety Office website, Will Hudson is a very helpful contact and will be happy to advise you further if you feel you need it.

[\(http://www.admin.cam.ac.uk/offices/safety/risk/\)](http://www.admin.cam.ac.uk/offices/safety/risk/)

The community affairs team are also very experienced in writing and compiling risk assessments, if you have any questions or concerns please do get in touch.

Community Affairs can supply you with a blank risk assessment. Once you have completed your risk assessment for each activity it is essential that a copy is sent to Shelley Bolderson in advance either by email or UMS, this must be done before the day of the session.

Publicising your activity:

The City Council are responsible for promoting activities across Cambridge and have produced a printed programme that they will distribute widely. You will also receive copies of this, and you can request extra copies if necessary.

As well as adding these events into online listings and local websites, the Community Affairs team also like to get a number of these sessions onto the University news page and also into the local press.

Contact details:

If you have any further questions or require any assistance then please contact Shelley Bolderson using the details below.

Shelley Bolderson
Festivals and Outreach Officer



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