

# ASHWORTH VALLEY SCOUT CAMP SITE

## BOOKING CONDITIONS

### Pricing

Charges are reviewed each September for implementation on the following 1<sup>st</sup> April each year. All advanced bookings will be adjusted to the prices applicable at the date of use (not the date of booking). All cheques should be made payable to 'ASHWORTH VALLEY SCOUT CAMPSITE', (please remember that two signatures are sometimes required)  
BACS payments to the above at Sort Code 05.07.22 A/C No .24785818

### Building Hire

**Please note there is a minimum booking of 2 nights (Friday & Saturday) at weekends for both buildings.**

**Weekends:** from 5pm Friday to 3pm Sunday (buildings must be vacated no later than 3pm Sundays). Unless prior arrangements have been made with Campsite management Staff.

**Midweek:** by agreement. Groups leaving on Fridays must vacate the buildings by 1.00pm but can still continue to use the site

### Provisional Bookings

All Booking application forms, when received, will be deemed as provisional and may be re-allocated if the £50 deposit is not received within 28 days of the application being submitted.

### Deposits & Payments

When a completed booking form, and the £50 deposit have both been received, a formal confirmation of your booking will be sent to you. The balance of all camp fees must be paid, by cheque/cash (before leaving the campsite) or by BACS asap. (sorry we do not do "plastic").

### Cancellations

Deposits are non-returnable, unless the building is re-let, or at the discretion of the Manager.

### Building Recharges

In the event of any part of the building being left unsatisfactory a charge may be raised towards cleaning / repair / replacement costs. Our aim is to provide a building that you would be happy to enter at the beginning of your hire.

If you intend to book one of the buildings, please ensure that you sign and date declaration (1) on the booking form.

### Safeguarding Code of Practice

Ashworth Valley is a Scout Camp Site and as such all users must agree to abide by the Scout Association's Safeguarding Code of Practice. This code is contained on the 'Young People First' card and a link to this is provided on P7. In particular, it must be understood that any contravention of the Safeguarding Code of Practice could lead to the Scout Association initiating its own reporting and referral procedures. If your organisation has its own Safeguarding code of practice, please supply us with a copy. Prior to any booking being accepted you must sign and date declaration (2) on the booking form.

### Insurance

The Campsite carries Insurance through the Scout Association for all Scout Association Members, It Also carries full Public Liability Insurance for all visitors to the Campsite.

**This does not preclude you from securing your own insurance cover.**

## Vehicle access to the Campsite

Unfortunately, there is **No Access** for Coaches.  
Access for Mini-busses, Vans and Cars only.

## Vehicles, and their contents, are left entirely at the owner's risk.

### **ASHWORTH VALLEY CAMPSITE RULES**

**(These should be brought to the attention of the group and its Leaders)**

#### Activities & Equipment

Equipment provided by the site for your booked activity is checked on a regular basis. It is your duty to take care of the equipment and the facilities. If you are using your own equipment, then it is your responsibility to ensure all equipment is maintained correctly and in good working order. The site takes no responsibility for damage of own equipment or failure in own kit.

#### Instructors

Site provided instructors who hold relevant qualifications to run activities under guidance of the Scout Association. It is your duty, if you are providing your own Instructors, to ensure your Instructor is fully qualified and confident in running sessions. We will ask to see their certificate.

#### Booking Activities

Booking forms for activities must be submitted at least 4 weeks before your camp date. This allows the site to find instructors and plan maintenance of kit and facilities. If your application form is received with less than the 4 notice, the site can refuse your activity booking.

If an instructor cannot be found for your chosen activity, the site may offer an alternative activity.

Book all 'camps' at least four days in advance.

- Report to a staff member on arrival.
- Park in the car parks or in areas designated by Camp Staff. The camp Site accepts no responsibility for any damage, accidents or thefts involving users' cars.
- Respect the Camp Site speed limit of 5mph.
- Look after your personal valuables and ensure that all your equipment is adequately insured. The Camp Site cannot be held responsible for any damage, by other campers or third parties.
- Ensure that you have your own First Aid arrangements in place. Such as an adequate first aid kit for the number of people in your group and if you are using open fires, you have a burns kit available. See Camp Site's 'Personal Accident and First Aid Procedures'.
- Report all accidents to the duty Camp Staff. The nearest A&E Dept is at Fairfield Hospital, (Bury Road, Fairfield, Bury). Organisations must also follow their respective Association's Accident reporting procedures.
- Protect grassed surfaces. Altar fires and bases are available from Camp Staff. Ground fires can only be used in the designated back-woods area. At the end of your camp the ashes should be fully extinguished, and the altar fire emptied into the fireplace, next to the skip. **NOT IN THE SKIP.** The altar fire and base must be returned to the designated storage area.
- Waste should be bagged securely and placed in the skip on the top car park. **No pits** are to be dug. Site bins are for litter only.
- Use wood sparingly. No large fires and all unused wood to be returned to the woodpile.
- **Do not** climb on the wood pile.
- **Do not** cut down any trees, there is plenty of dead wood on the ground.
- Use water wisely, it is on a metered supply. Water games should be held by the stream.
- Keep the toilets and showers clean. No cooking or eating utensils to be washed in these areas.

- **Do not** put waste food, nappies, plastic bags or other ‘foreign bodies’ down the toilets. This causes major problems to the drains and septic tank.
- Respect the multi-denominational Worship Centre, which is for ‘Scouts Own’ and similar services and should not be used for any other purpose.
- Keep all gates closed. **Do not** climb over or under any fences or force a way through hedges. Field perimeter fences must be respected – the valley is on the other side.
- **Do not** enter, or climb on, any of the Site buildings without permission, or interfere with any tools, machinery or equipment.
- No loud noise before 7.30am or after 10.30pm – consider your neighbours.
- Pay your camp fees and have a member of the Camp Staff check your site prior to departure.
- Only Guide / Service dogs and Police dogs are allowed.

### **FIRE**

In the event of fire, raise the alarm, evacuate your area to the Fire Point below and undertake an immediate headcount to verify all are accounted for.

- Pack Holiday centre – centre of Leech Field
- Ranch House – centre of Leech Field or (if necessary) centre of Birtle Field
- Birtle Field – centre of Hurst Field
- Hurst Field – by flagpole on Birtle Field
- Climbing Tower and ranges – by flagpole on Birtle Field
- Staff Buildings – by flagpole on Birtle Field

### **ALCOHOL**

Respect the Camp Site Alcohol Policy (which is in line with Scout Association Fact Sheet 185092)

- At least two adults (depending on the nature and size of the event) should not consume alcohol.
- Any adult consuming alcohol should be ‘off duty’ and not interact with the young people.
- Where possible, adults should consume alcohol in an area not accessible to the young people.
- Adults who do consume alcohol should behave in a responsible manner at all times.

### **SMOKING/VAPING**

Ashworth Valley Scout Campsite is a Non-Smoking or Vaping site, if you wish to smoke/vape you must leave the site.

## **ASHWORTH VALLEY SCOUT CAMPSITE PERSONAL ACCIDENT AND FIRST AID PROCEDURES**

Ashworth Valley Scout Camp Site is primarily a facility for Scouts and Guides with occasional use by schools and other youth organisations.

The site is administered and run by volunteers (Manager and assistants). They often hold other appointments within the Scout Movement

Duty Wardens are local leaders who sometimes assist at the Site at weekends

All the above are members of the Scout Movement and hold First Aid qualifications (minimum – First Response).

As all are volunteers, there are times, particularly midweek, when ‘Users’ are on site, but none of the above are in attendance.

**It is incumbent on ‘users’, therefore, to**

1. Ensure that their members are supervised and behave in such a way as to minimise any risk of accident.
2. Have their own First Aid arrangements on site.

### **First Aid Kits/Burns Kits**

All 'Users' should have their own First Aid Kit and someone able to deal with minor accidents. The Camp Site has First Aid Kits in the Duty Warden's cabin and the Staff Hut. There is an Automated External Defibrillator located in the porch of the Staff Hut, along with an emergency burns kit. A key to the porch is left with the leaders of all campsite users when no staff member or Duty Warden is onsite. There is a Defibrillator located in the porch of the Pack Holiday Centre. All site staff are trained in CPR & defibrillator use.

### **Site Access**

The Site main gate is locked at night.

**When Staff are in attendance**, they will open the gate as required.

**When Staff are not in attendance** a gate key is left with users.

The residents in the Cottage also have gate keys

### **In the event of an accident**

Initial help should be given by any available, capable adult with immediate reference to the Leaders of the group involved.

Decisions on treatment/reference to Hospital/advising parents/carers must be made by the Leaders of the group involved.

The incident must be reported to camp Staff asap and all details recorded in the Site Accident Book.

In the event of a major accident or emergency the Manager must be contacted if not on Site.

Leaders must follow their own organisation's procedures for internal reporting.

### **Emergency Numbers:**

<b>Police.</b>	<b>999</b>	<b>Non-Emergency</b>	<b>0161 872 5050</b>
<b>Ambulance.</b>	<b>999.</b>	<b>Medical Advice</b>	<b>111</b>

### **Nearest A&E Dept:**

**Fairfield Hospital, Bury Road, Bury**

**Nearest 'Walk in Centre':**

**Moorgate Primary Healthcare, Derby Way, Bury**

### **Our details:**

**Ashworth Valley Scout Camp Site, Ashworth Road,**

**Bamford, Rochdale, OL11 5UP**

**Tel: 01706 360498**