

# **THE QUARRIES SCOUT CAMPSITE**



## **BOOKING POLICY**

# THE QUARRIES SCOUT CAMPSITE



WORKING WITH YOUNG PEOPLE FOR THE FUTURE



**STRATFORD ROAD, COSGROVE, MILTON KEYNES MK19 7BD**

Thank you for your enquiry. To book a site or activities please go to our webstore  
<https://mkscouts.org/webstore/product-category/the-quarries/>

Deposits and balance payments can be done via the webstore, Cheques, made payable to The Quarries Scout Campsite, can be to be sent to:

Rosie Worrall – Bookings Secretary – at;  
46 Arbrook Avenue, Bradwell Common, Milton Keynes, MK13 8BL

Or pay by BACS Sort Code: 30-91-91, Account No: 32660360

PLEASE MAKE SURE YOU PUT YOUR BOOKING REFERENCE NUMBER ON ANY  
CHEQUES OR ADDED TO A BACS PAYMENT.

Your booking will be confirmed as soon as possible. The appropriate deposit is requested when your booking has been confirmed, payable within one calendar month. Refundable if 21 days notice of cancellation is given.

Scouts must comply with the 'Nights Away' permit scheme. Other Youth Organisations and Schools are required to complete, sign and return the declaration of acceptance of The Scout Association Child Protection and Safety Policies.

If you require any further information or help please do not hesitate to contact the bookings secretary at the above address or via the web site contact button.

**Reviewed July 2018**

# **The Quarries Campsite Bookings Policy**

## **Bookings:**

- Confirmation of booking will be sent via email and the appropriate deposit must be paid within one calendar month or the booking will be cancelled.
- It is expected that the numbers of people on the booking form are approximate but final numbers must be reported as soon as possible to the Warden and/or the bookings secretary.
- All Groups can ask for a preferred site but we reserve the right to allocate groups to appropriately sized camping areas if necessary at the discretion of the duty Warden.

## **Cancellation:**

- Cancellation of a booking for one of the buildings within 21 days or less of your due arrival date will result in forfeit of your deposit and if we cannot rebook the building then we will invoice your group for 50% of the original charge less your deposit.
- Cancellation of campsite bookings within 21 days or less of your due arrival date will result in forfeit of your deposit.
- If for any unforeseen reason the Bookings Secretary has to cancel a booking then a full refund will be given.

## **Payment:**

- Payments can be made by cheque made payable to 'Quarries Scout Campsite' or by bank transfer directly into our account: Sort -30-91-91 Acc - 32660360. Please ensure you put your Booking ref (#\*\*\*\*) on the reverse of the cheque or on the transfer from the bank.
- A deposit of £1 per person (minimum £10) for camping will be required, and/or £50 for each building for weekend hire. If the whole campsite is booked for a weekend then a non refundable deposit of 50% will be required.
- An Invoice will be sent to you or your group Treasurer (if known) of the appropriate Group or the person booking the site after the event. – Any activities taken by the Group will be added to the invoice. If the site/buildings are left dirty and if damage is caused, then appropriate additional charges will be invoiced accordingly. Payment of the balance will be required within one calendar month.

## General Site Rules:

- **DBS CHECK** - Please ensure that all leaders and adult help over 18 years of age associated with your booking have current DBS clearance.
- **NON SCOUTING** visitors should organise their own insurance cover.
- **IDENTIFICATION** – please wear identification such as a neckerchief, group T-shirt or badge to help all leaders and staff to identify which group you are from.
- **CAR PARKING** is only permitted in the designated areas at the entrance to the Campsite. Trolleys are available to transport camping equipment to the sites. No cars are allowed past the Gateway without the warden's permission. As a courtesy to the neighbours, please avoid parking on the road verges.
- **FIRES**- There will be a RED FLAG flying when fires are not permitted.  
No new fire areas to be created. If the fire areas are insufficient, please approach the duty warden who will endeavour to supply portable alter fires. The duty warden will advise on the disposal of wood ash.  
Please ensure that alter fires on camping sites are only used for cooking and should be no bigger than needed for cooking.  
Other camp fires can be held in the two camp fire circles but only if an appointed Leader is present.  
Also please take notice of any "FIRE BAN" signs in cases of long hot, dry weather.
- **FIREWOOD** – We try to provide as much natural wood as possible. This relies very much on the generosity of local tree surgeons and the site team whose job it is to chop it into usable pieces. Please take care to use wood sensibly and as economically as possible. We do not take kindly to wasteful burning! Trees (even dead ones) must not be cut unless with the express permission of the duty warden. Pallet or treated wood is NOT to be used.
- **RUBBISH** - When arriving at the site, please collect your appropriate camp site numbered rubbish bin and take to your site for use while camping. When leaving please take your site rubbish bin to the main campsite gate and empty the contents into the main refuse bin and return the empty bin to the designated bin area.
- **THE QUARRIES SERVICE TEAM** works hard to ensure the cleanliness of the campsite, but it is the responsibility of ALL users to see that dropped litter finds its way into a bin. -
- **WET or DRY** pits are not allowed to be dug on the campsite.
- **NOISE** should be kept to a minimum between 22.00 hours and 0700 hours. The use of fireworks and air horns is prohibited as is Kite flying.
- **ACCIDENTS** – all accidents must be reported to the duty warden. If an accident requires external medical treatment, a Quarries accident form must be completed. Whilst there is a first aid kit on site, it is the responsibility of all camp leaders to ensure they bring adequate first aid supplies with them.

- **WASHING UP** – The toilet block washbasins are not to be used for the cleaning of cooking utensils, or hot water taken from the toilet/shower blocks for the purpose of washing up. Please be careful with the use of water as the campsite water supply is metered. External sinks at the rear of the toilet block are available for washing up.
- **EQUIPMENT HIRE** – the Quarries does have a certain amount of equipment that can be hired ie. tables, benches, tents etc. There are also large Chess Pieces, Drafts and Boules.
- **NO SMOKING** – there is a strict no smoking policy in all buildings on the campsite.
- **DOGS** – in the interest of health and safety please refrain from allowing dogs on the campsite. (Guide Dogs, Assistance Dogs, Hearing Dogs will be allowed with prior permission.)
- **CAMPING SITES** – On leaving the site please ensure you leave any camp site you have used tidy, litter free and return any excess wood to the wood pile. Failure to do this could result in loss of deposit or an extra charge if account has been paid in full.
- **BUILDINGS** – please ensure when leaving the building you have occupied that it is clean and tidy (floors hoovered/washed, fridge/freezer wiped out and switched off). There is a file in each building with a Cleaning Schedule which needs to be signed by the person in charge that all the elements have been completed. Failure to do this could result in loss of deposit or an extra charge if account has been paid in full.
- **TOILET/SHOWER BLOCK** – You are reminded that all Quarries Camp Site users are equally responsible for the cleanliness/cleaning of these facilities. If you have requested use of the showers please take short showers and please leave at least 15 minutes between showers to allow the water tank to refill.
- **ARCHERY /RIFLE SHOOTING** – Bookings and conditions for these activities can be requested from the web site.
- **CLIMBING TOWER** –Bookings for this facility can be requested from the web site.
- **CAVING CENTRE** – Bookings for this facility can be requested from the web site.
- **DISABLED FACILITIES** - Toilet and Shower are available on request.
- **FLAG FIELD** – Football is NOT allowed on the Flag Field.
- **THE SCOUT ASSOCIATION CHILD PROTECTION AND SAFETY POLICIES** are attached and must be completed, signed and returned as a declaration of acceptance for non-Scouting Youth Organisations and Schools.

# PARKING AT THE QUARRIES



**All vehicles that are staying onsite need to be registered upon arrival. This is to aid with blocking in and Groups leaving for offsite activities that need to return. This is kept confidential. Please hand to a member of the site crew or if no one is around please pop through the letter box of either the shop or the office.**

**Thank you for your help in this matter.**

**SITE / BUILDING**

**CAR REG NO**

**NAME & GROUP**

**CONTACT PHONE NUMBER**



## **THE SCOUT ASSOCIATIONS CHILD PROTECTION AND SAFETY POLICIES.**

The Quarries Campsite Management Committee are required by the Scout Association to bring to the attention of all Youth Organisations and Schools using the Quarries facilities the Associations child protection and safety policies and to get a simple declaration signed to this effect prior to a visit.

1. Overriding Controls – The Campsite Warden or their representative, have an overriding authority to direct that any particular activity shall be postponed, stopped or cancelled if, in their view, it is essential in the interests of safety.

2a. The Child Protection Policy of the Scout Association - It is the policy of the Scout Association to safeguard the welfare of all members by protecting them from physical, sexual and emotional harm.

All adults within Scouting are responsible for the operation of the Associations Child Protection Policy. It is the responsibility of all adults to ensure that

- Their behaviour is appropriate at all times
- They observe the rules established for the safety and security of young people
- They follow the procedures following suspicion, disclosure or allegation of child abuse
- They recognise the position of trust which they have been placed in and
- In every respect, the relationships they form with the young people under their care be appropriate.

Note the guidelines 'Young People First' set out a code of practice essential for all adults in scouting to follow, these are displayed in the Shelter at the entrance to the site.

2b. The Safety Policy of the Scout Association – It is the policy of the Scout Association to provide Scouting in a safe manner without risk to health so far as is reasonably practical. The Association believes that the responsibility ranks equally with other responsibilities incumbent upon providing Scouting activities and function.

It is the responsibility of all those involved in Scouting to seek, as far as is reasonably practical to ensure that

- All activities are conducted in a safe manner with risk to health of participants
- The provision and maintenance of equipment and buildings for members and others is safe and without the risk to health and adequate for their welfare
- Information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them
- Appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use of transport, storage and handling of equipment and substances which are potentially dangerous

3. The Scout Association internal rules and good practice

**Reviewed July 2018**

- All participants in activities must have received proper training, be suitably equipped and briefed about the nature and scope of the activity, be of an appropriate age and be subject to authorised supervision.
- For young people under the age of eleven years old there must be a ratio of one adult to six young people
- For young people under the age of eight years it is highly recommended that for indoor activities there should be a ratio of one adult to six young people and for outdoor activities a ratio of one to four
- Group/Party Leaders should be aware of the need to supervise all members in their charge in the locality of the activity being undertaken, including those not actively involved in the activity.

## DECLARATION

To be signed and completed by all youth organisations/schools prior to using the Quarries facilities.

- I understand that the Warden or their representative may direct that any particular activity shall be postponed, stopped or cancelled in accordance with (1)
- I have read and agree that the part I am leading will abide by the Scout Association Child Protection and Safety Policies as outlined in (2)
- I have been made aware of the Scout Association internal rules and good practice in respect of point (3) detailed on the booking form. I am satisfied that our/my organisation rules take proper account of these matters
- I confirm that all adults in my party have been deemed suitable to work with children and young people by my own organisation
- I confirm that staff and members of my organisation are suitably covered by insurance to undertake the proposed activity

Signed.....Date.....

(For the Organisation/Group)

Name (please print).....

Address.....

.....

.....

Name of Organisation/Group.....

**Reviewed July 2018**