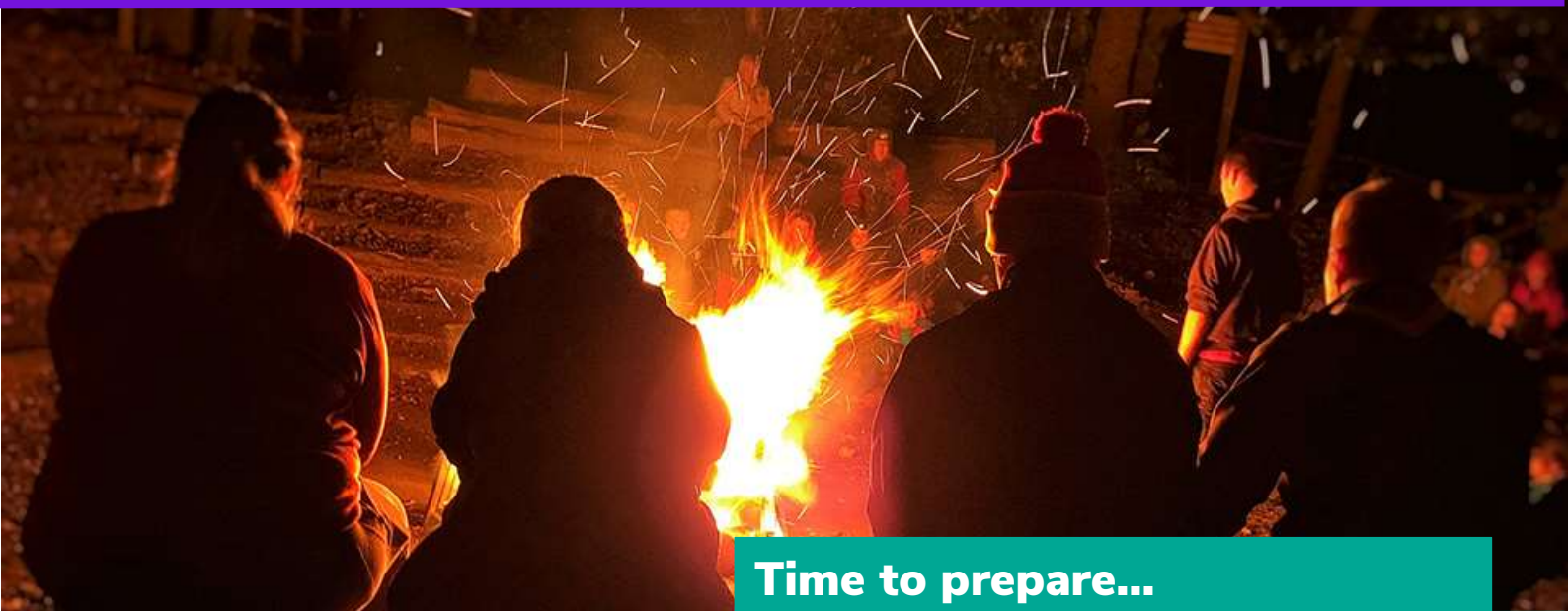


Can you smell the campfire?

It's nearly time for your visit...



Time to prepare...

Prepping for camp can be a stressful time, but we've made a handy little guide to make sure you get the most of your visit. It'll run you through everything from booking activities to knowing where to put your rubbish when you've finished.

Turn over the page and we'll run you through it...



Pre-visit Guide

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Welcome to Thorrington Scout Camp...

Welcome to one of Essex's best campsites and activity centres.

Located just outside the town of Colchester, we are home to action-packed activities and experiences. Our core mission is to give young people the opportunity to challenge and empower themselves to do something different and exciting.

We've got plenty on offer in terms of activities, and there's always something new to try, whether it's holding your version of the Silverstone Grand Prix on our Pedal-Kart track or seeing who's the best caver in our 3D Maze.

We can't wait to welcome you and your group to our campsite.

Site Etiquette...

We want Thorrington to be fun and enjoyable for everyone, and therefore we ask that you follow the following rules during your visit to us.

- i. **Please ensure you or any of your party do not exceed 5mph when travelling up and down the Lane. Failure to do so may result in action being taken.**
- ii. Vehicles are not permitted past the silver gate without permission from the Warden Team. Those dropping off bulky loads will be permitted access to do so, but all other adults should park in the car park and walk personal gear to their site/building.
- iii. Unless arranged with the Warden Team on-site, vehicles should be returned to the car parks as soon as possible.
- iv. Please respect all other site users whilst at Thorrington by not walking through someone else's campsite. There is also a noise curfew from 11pm – 7am (including the use of generators).
- v. All on-site fires must occur on a concrete firebase or a designated alter fires; please do not disturb the ground and return your firebase to its original condition, please also ensure that the ashes are extinguished and put in the ash pile located in the rubbish compound, as well as ensuring any wood is returned to the campsite's woodpile.
- vi. It is expected that all adults on-site will adhere to guidance issued by The Scout Association. In particular, those concerning the consumption of alcohol and smoking/vaping.

Your Booking...

Congrats, you're all booked up; let us run you through what's next.

You'll need to make sure you've paid your deposit within 14 days of making your booking; please be aware it is policy that if you exceed this deadline by an additional 14 days, your booking will automatically be cancelled. **If there are any issues regarding this, please make us aware as soon as possible by emailing the following address:**

bookings@thorringtonscoutcamp.co.uk

Payments can be made via the details on the confirmation email you'll have received; alternatively, it can also be found by logging into your booking account and clicking on your booking and selecting the tab titled **"Download Booking & Payment Details."**

Once payment has been made and the system updated (please allow five working days for this), you will receive a receipt informing you of such.

Closer to your booking, you'll receive an email containing the details of your duty warden for the weekend; this will allow you to liaise with them to book any activities as well as any arrangements that may need to be made.

How to book an Activity...

We get it, you want to make the most of your time here, good job we've got a great number of activities on offer. Let's run you through how to book them.

In the linked Excel file found in your welcome email, you'll find the activities on offer for your stay and prices. To book an activity, please complete this form with what activities you would like to book, when you'd like to do them, and how many people. **Please note activities are reserved on a first-come, first-served basis, and therefore, the timing of activities is subject to change.**

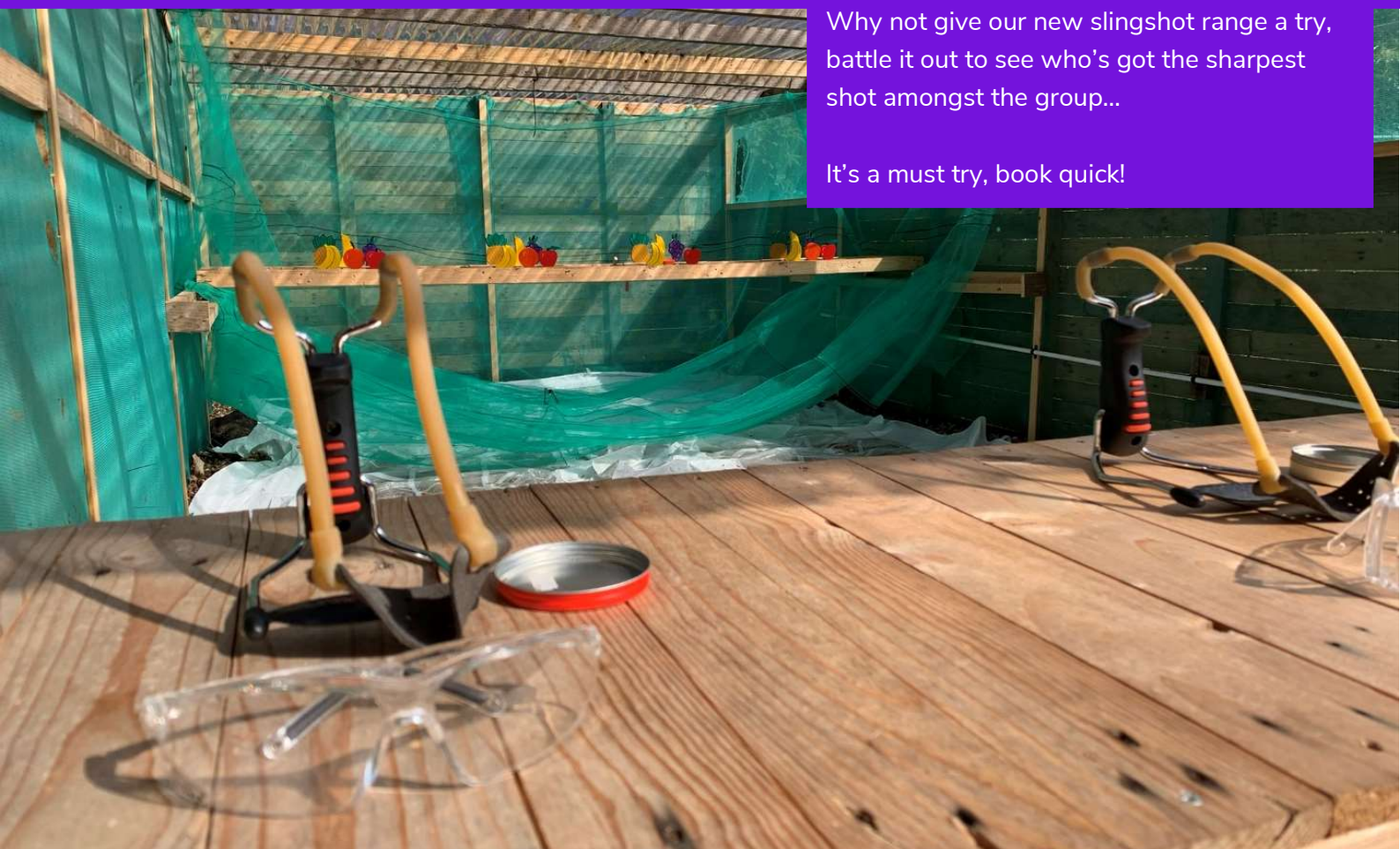
Once you've completed the form, please send an email, and attach the form to: bookings@thoringtonscoutcamp.co.uk. Please include your booking reference as the subject.

You will then receive an email confirmation once this has been processed. Please note, activity bookings must be received at least **4 weeks** before your visit. After this time, you will need to book with your duty warden for the weekend.

How's your aim...

Why not give our new slingshot range a try, battle it out to see who's got the sharpest shot amongst the group...

It's a must try, book quick!



COVID-19 Protocols...

Please be aware of the following COVID-19 protocols; these are in place to ensure the safety of the users of Thorrington Scout Camp as well as the staff, any failure to adhere to the protocols as set out in this guide and those applicable to your organisation via Scouting POR, Guiding or Government Legislation may result in your booking being cancelled and being asked to leave the campsite.

Pick Up & Drop Off Procedure

Prior To Arrival

Please ensure the following rules are circulated prior to arrival

- i. The nominated group leader will circulate instructions to each group on when and how to drop-off and pick-up from visits to Thorrington Scout Camp
- ii. Any arrival prior to 7pm on a Friday must be confirmed with your duty warden as there are no staff on site before this time normally.
- iii. Thorrington Scout Camp reserves the right to alter these times according to staffing availability or emergency
- iv. Anyone not following the procedure will be given clear instruction and this should be followed immediately.
- v. Visitors and those driving into site **MUST stay 2 metres away from site staff.**
- vi. Any person continuing to break the procedure, undertake acts that endanger the safety of site staff or who are verbally or physically abusive to staff on-site will be asked to leave the site immediately (once the person they are picking up has been collected). This information will be then forwarded on to the appropriate bodies: Leader in Charge, Group Lead, District Commissioner, National Scouting, or the Police, depending on the severity of actions taken by the 3rd party.

Drop-Off

Please ensure the following rules are adhered to when dropping of individuals

- i. Arrival should be within the agreed time frame as much as is possible to reduce the risk of close contact with other people and groups.
- ii. You will be asked to drive into the main car park and wait there for leaders to be available to collect your child. **Those under the age of 18 must not be left without a leader.**
- iii. Once the young person or adult has exited the car, the driver and all other passengers must leave the site immediately (when safe to do so, or as instructed by Warden on Site).
- iv. All visitors should attend site with an appropriate face mask.
- v. Sanitising gel should be supplied by the individual or group – this will be decided upon by the leader in charge of the booking. Thorrington Scout Camp does not supply this to visitors.
- vi. Leaders will be available to collect and take their young people to the appropriate meeting place under supervision. Once all participants have arrived, leaders will instruct young people on where young people may go on site.

COVID-19 Protocols...

Pick Up & Drop Off Procedure

Pick-Up

Please ensure the following rules are adhered to when picking up individuals

- i. You must arrive at the pick-up time agreed with your leader. If you cannot arrive at this time, you must contact your leader in charge of the booking so they can pass this on to the Warden on Site.
- ii. Young people will be brought to your car at this time, do not exit to collect them.
- iii. If you have information for the leaders then please pass this on by telephone call or messaging service wherever possible.
- iv. Thank you for your consideration when coming to Thorrington and we hope you or your young person enjoys their visit.

We aim to make everyone's visit an enjoyable one, and by following the guidance around COVID-19 as laid out in this pack, we can all work together safely to ensure that we can operate in a secure manner that does not risk the health of individuals on-site.

We appreciate your co-operation during this troubling time and stress that the measures put in are not there to inconvenience individuals but to ensure we can enjoy ourselves in a beautiful woodland environment and ensure that the only thing taken from Thorrington is memories of a great visit.

COVID-19 Signs Around Site

During your visit to Thorrington, you may see some of the posters found below; please ensure that you familiarise yourself with these and that you adhere to them when on-site. The signs can be found below.



Staying in a Building...

(THIS SECTION IS ONLY APPLICABLE WHEN USING A BUILDING).

Building Fire Procedures

1.	The action OCCUPANTS should take if they discover a fire: Raise the alarm and warn all occupants – see point 2
2.	How will people be warned in the event there is a fire: <ol style="list-style-type: none"> In the event of a fire, the automatic fire detection system will sound. In the event of a neighbouring building alarms being sounded, you may be required to evacuate your building.
3.	How the evacuation of the buildings will be carried out*: Everyone in the building(s) should leave the building by the nearest fire exit –see point 4. Then report to the assembly point, which is located: OPPOSITE THE SHOP
4.	Identification of escape routes: All Fire Exit doors are marked with a green emergency lit fire exit sign.
5.	Fire fighting equipment provided: For Trained Persons ONLY <ul style="list-style-type: none"> Fire extinguishers are located in circulation areas and near fire exit doors. Fire Blankets are located within the Kitchen area.
6.	Duties and identity of Leaders with specific responsibilities in the event of fire: On hearing the alarm: All Leaders, Nominated Event Staff, will usher occupants out of the building and lead them to the Assembly Point detailed under point 3. Leaders will ensure: <ul style="list-style-type: none"> Registers are collected on the way out (a sealed list of occupants by room should be attached to the back of each Fire Door) The Fire Brigade is called: A responsible adult will call 999 for the Fire Brigade – see point 8. A roll call is made to ensure everyone is out. Any missing person(s) will be identified to Wardens if in attendance. THE WARDENS WILL BE MADE AWARE AND INFORMED OF THE EMERGENCY.
7.	Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, members of the public and visitors and evacuations at night: <ul style="list-style-type: none"> Contractors: Must be given information about fire procedures and leave the building at the nearest fire exit. People with disabilities: Specific arrangements (a PEEP –Personal Emergency Evacuation Plan) may need to be made for those with disabilities. These arrangements MUST be made by the Event Leader and, if required, with the assistance of the Site Manager or the County Safety Adviser.
8.	How will the Fire Brigade and any necessary emergency services be called, and who will be responsible for doing this? On identification of a fire, A RESPONSIBLE ADULT /will Dial 999 and ask for the Fire Brigade and/or another emergency service as appropriate. State there is a fire at the following premises: Thorrington Scout Camp, Brick Kiln Lane, Thorrington, Colchester, Essex. CO7 8JF
9.	Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials: <ul style="list-style-type: none"> A Responsible adult/Leader will go to the Lane entrance at the Main Road to lead the Brigade to the actual location of the fire on site. Identified missing person(s) will be relayed to the Fire Brigade
10.	In the event, there is no Warden present on site. Please ring Bob Candler: 07771 856134 or Chris Jay: 07983 483 442

Staying in a Building...

(THIS SECTION IS ONLY APPLICABLE WHEN USING A BUILDING)

Building Fire Prevention

- i. There is no smoking/vaping permitted inside any building. Smokers smoking outside must ensure their cigarettes are correctly extinguished and butts etc., disposed of.
- ii. Before retiring for the night, the Event Leader must tour the building(s) to check that fire exits are not blocked and that non-essential ignition sources are switched off.
- iii. *Competent response to a fire/emergency. **Duty Incident Controller**
Where alcohol is permitted at an event/hire, two adults must be nominated to be the Incident Controller and be totally sober for the period on duty. Alternatively, a rota can be set up for longer events.
- iv. All portable electrical devices must be safe and properly maintained for use.



No one likes the rain...

Check out our largest indoor accommodation on property, it caters for up to 48 individuals, and with a large central hall its great for activities...

(THIS SECTION IS ONLY APPLICABLE WHEN USING A CAMPSITE).

Campsite Fire Procedures

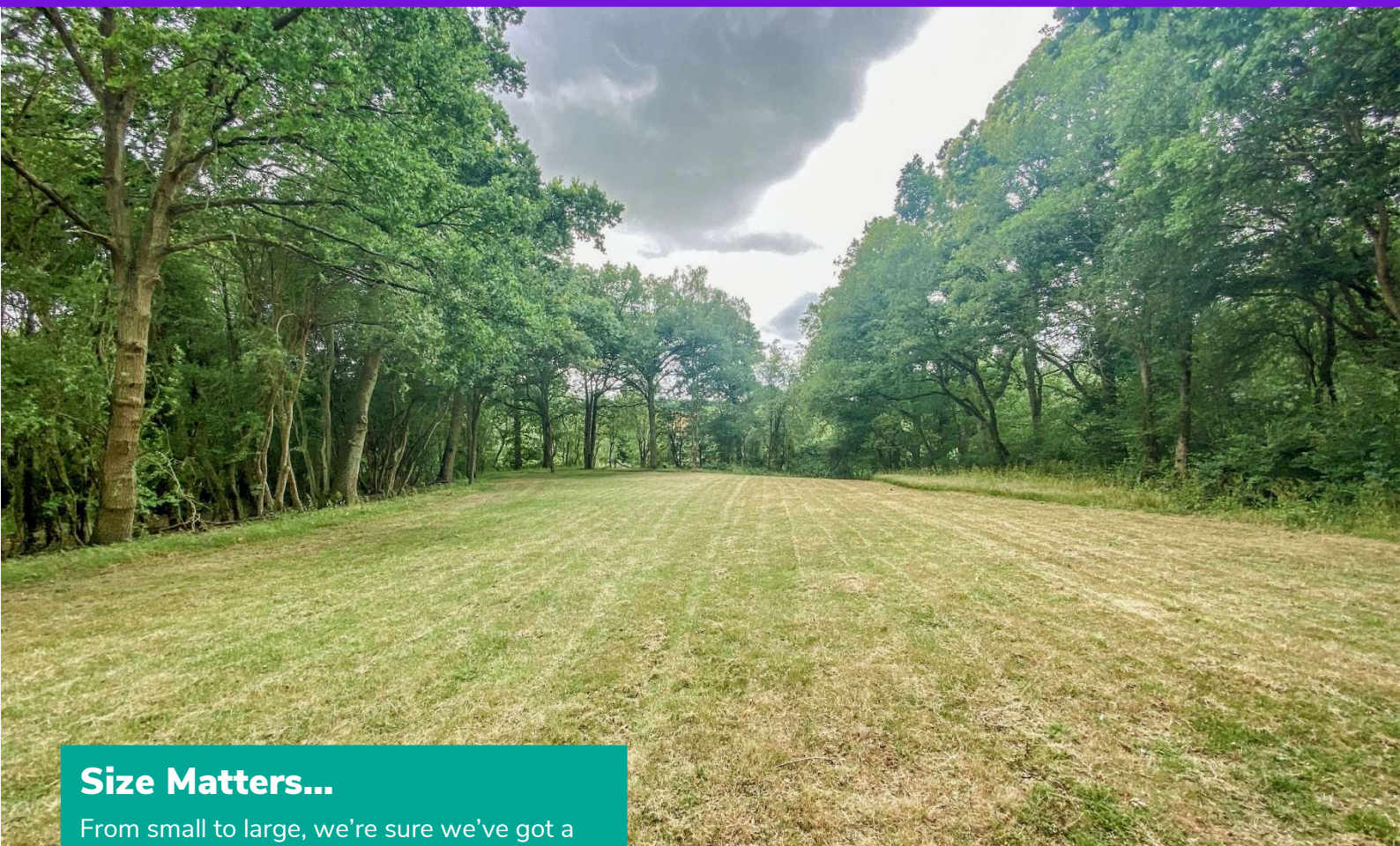
1.	The action OCCUPANTS should take if they discover a fire: Raise the alarm and warn all occupants – see point 2
2.	How will people be warned in the event there is a fire: In the event of a fire, a hand fire bell will be rung continually.
3.	How the evacuation of the site will be carried out*: Everyone on the Site should leave then report to the assembly point, which is located: OPPOSITE THE SHOP
4.	Identification of escape routes: All Fire routes are via the main Lane.
5.	Firefighting equipment: YOU MUST SELF PROVIDE THESE ITEMS <ul style="list-style-type: none"> • Campers will provide a fire bucket (filled with water/Sand) for each firebase used. • Campers will provide a minimum of a fire blanket for every cooking station.
6.	Duties and identity of Leaders with specific responsibilities in the event of fire: On hearing the alarm: All responsible adults will usher occupants out of the individual campsite and lead them to the Assembly Point detailed under point 3. Leaders will ensure: <ul style="list-style-type: none"> • Registers are collected on the way out. • The Fire Brigade is called: A responsible adult will call 999 for the Fire Brigade – see point 8. • A roll call is made to ensure everyone is out. Any missing person(s) will be identified to Wardens if in attendance. • THE WARDENS WILL BE MADE AWARE AND INFORMED OF THE EMERGENCY.
7.	Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, members of the public and visitors and evacuations at night: <ul style="list-style-type: none"> • Contractors: Must be given information about fire procedures and leave the campsite via the main Lane. • People with disabilities: Specific arrangements (a PEEP –Personal Emergency Evacuation Plan) may need to be made for those with disabilities. These arrangements MUST be made by the Event Leader and, if required, with the assistance of the Site Manager or the County Safety Adviser.
8.	How will the Fire Brigade and any necessary emergency services be called, and who will be responsible for doing this? On identification of a fire, A RESPONSIBLE ADULT /will Dial 999 and ask for the Fire Brigade and/or another emergency service as appropriate. State there is a fire at the following premises: Thorrington Scout Camp, Brick Kiln Lane, Thorrington, Colchester, Essex. CO7 8JF
9.	Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials. <ul style="list-style-type: none"> • A Responsible adult/Leader will go to the Lane entrance at the Main Road to lead the Brigade to the actual location of the fire on site. • Identified missing person(s) will be relayed to the Fire Brigade
10.	In the event there is no Warden present on site: Please ring Chairman Bob Candler: 07771 856134 or Chris Jay: 07983 483 442

Staying on a Campsite...

(THIS SECTION IS ONLY APPLICABLE WHEN USING A CAMPSITE).

Campsite Fire Prevention

- i. There is no smoking/vaping permitted inside any building. Smokers smoking outside must ensure their cigarettes are correctly extinguished and butts etc., disposed of.
- ii. Before retiring for the night, the Event Leader must check to see that fires are extinguished or made safe for overnight burning, and that gas devices are turned off.
- iii. *Competent response to a fire/emergency. **Duty Incident Controller**
Where alcohol is permitted at an event/hire, two adults must be nominated to be the Incident Controller and be totally sober for the period on duty. Alternatively, a rota can be set up for longer events.
- iv. All portable electrical devices must be safe and properly maintained for use.



Size Matters...

From small to large, we're sure we've got a campsite ready for all your needs, there's plenty on offer...

General Risk Assessment...

We get that it can be stressful to plan a camp or a visit, so we've included a handy risk assessment to assist you; **however, please be aware that it does not replace your risk assessment, nor should this be the only risk assessment undertaken. A risk assessment should be dynamic and evaluated each time the risk alters or poses a new hazard.**

Hazard	Initial Risk	Possible Actions	Actions Taken	Residual Risk	Review date
Security of Site and access on to site	Moderate	Management and identification of Scouters on Site.	<ul style="list-style-type: none"> Silver gate to remain closed at all times, except for access and egress. It must be locked when not in frequent use. Main gate to be locked when no-one present. Group leaders attending site must report to Warden on arrival and exit. All site users must wear identifiable clothes or neckers to allow identification of appropriate users. All footpath users to remain on footpath down the middle of site. Any unknown or unidentifiable persons on site should be asked of their presence and reported to a member of the warden team. Wardens must ensure site is locked appropriately at all times. 	Low	01/04/2023
Cars and site traffic	Moderate	Minimal vehicular access to campsite vehicles and clear indication when likely use will occur.	<ul style="list-style-type: none"> Campers may only drive next to their site when they are unloading camp gear and returned to the car park as soon as possible afterwards. Personal gear must be carried down to site. Site speed limit of 5mph must be adhered to and hazard warning lights used. Warden must identify to campers where likely work may be taking place and advice on necessary precautions to take. All vehicles and equipment must employ a banksman where necessary. 	Low	01/04/2023
Deepwater areas on site	Moderate	Safe identification of deepwaters and effective safety management of site users.	<ul style="list-style-type: none"> Wardens should ensure children and other leaders are aware of the ponds and streams and safety precautions around them. Appropriate signs to identify areas of risk – Deep Water 	Low	01/04/2023
Falling tree branches	Moderate	Monitoring of trees in high footfall areas.	<ul style="list-style-type: none"> Trees survey to be carried out annually and action taken as indicated. Campers to be aware of risks of camping right next to trees. 	Low	01/04/2023
Fire	Moderate	Ensure site plan in place and campers aware.	<ul style="list-style-type: none"> Fire marshal to be identified by each warden team at the start of each weekend. Campers to be informed of fire safety zones and how the alarm can be raised. Fire risk assessment to be kept up to date. Fire training to be carried out at regular intervals 	Low	01/04/2023

General Risk Assessment (continued)...

Hazard	Initial Risk	Possible Actions	Actions Taken	Residual Risk	Review date
Electrical equipment around site.	Moderate	Regular safety testing of equipment. No access to site supply without prior organisation	<ul style="list-style-type: none"> All legal electrical testing to be adhered to. Only approved equipment to be used and campers should be advised not to use untested equipment. 	Low	01/04/2023
Slips, trips and falls	Moderate	Ensure campers aware of risks and that they have appropriate first aid resources within their camp.	<ul style="list-style-type: none"> High risk of falls and trips throughout site due to tree roots, fallen branches etc. Campers to ensure safe footwear worn and risks known relating to running in woods and in low visibility. Campers should have appropriate first aid cover within their own camp. Warden staff to be notified of injury if severity necessitates it. 	Low	01/04/2023
Tick Bites/Lyme Disease	Moderate	<p>Ensure campers are aware of the precautions to prevent Tick bites by displaying warning notices and ensuring appropriate first aiders are present.</p> <p>Ensure Warden teams are aware of options for dealing with Tick bites.</p>	<ul style="list-style-type: none"> Ensure Information and action notices on Tick Bites is present in the buildings and in the lodge office. Local NHS guidance notice on available healthcare provision up in buildings and office. Ensure visitors to site have appropriate first aid training which covers Tick bites and Limes Disease. This is included on all First Response and more advance first aid training courses. 	Low	01/04/2023

We hope that this risk assessment helps and that you have an issue-free stay with us, but if for any reason you have any issues, please do not hesitate to contact your designated duty-warden in the first instance.

Disposing of your Rubbish...

The end of your stay has come, and you've got all that leftover rubbish, good news! We've got somewhere to put it!

In the central area of the campsite near the buildings, you'll find our rubbish compound, its location on-site is highlighted by big green signs as shown below.

We pride ourselves at Thorrington at doing the right thing for the earth and being able to recycle, and therefore we kindly ask that you sort your waste into non-recyclable and recyclable waste before you place it into the bins.

Should you have any large waste items such as broken tents or anything else you may bring with you, please notify the Warden on-site so that this can be dealt with correctly.



Should you wish to have a fire during your time on the campsite, we also kindly ask that at the end of your stay the fire is put out and the ashes have been placed in our ash pile, this can also be found within our rubbish compound. We also ask that you ensure the firebases are cleared of all wood, as well as the surrounding area and that the wood is returned to the woodpile.

Campfires Burning...

If your staying for the weekend, don't forget a campfire is held on Saturday Evening for those wishing to attend...



Site Map...

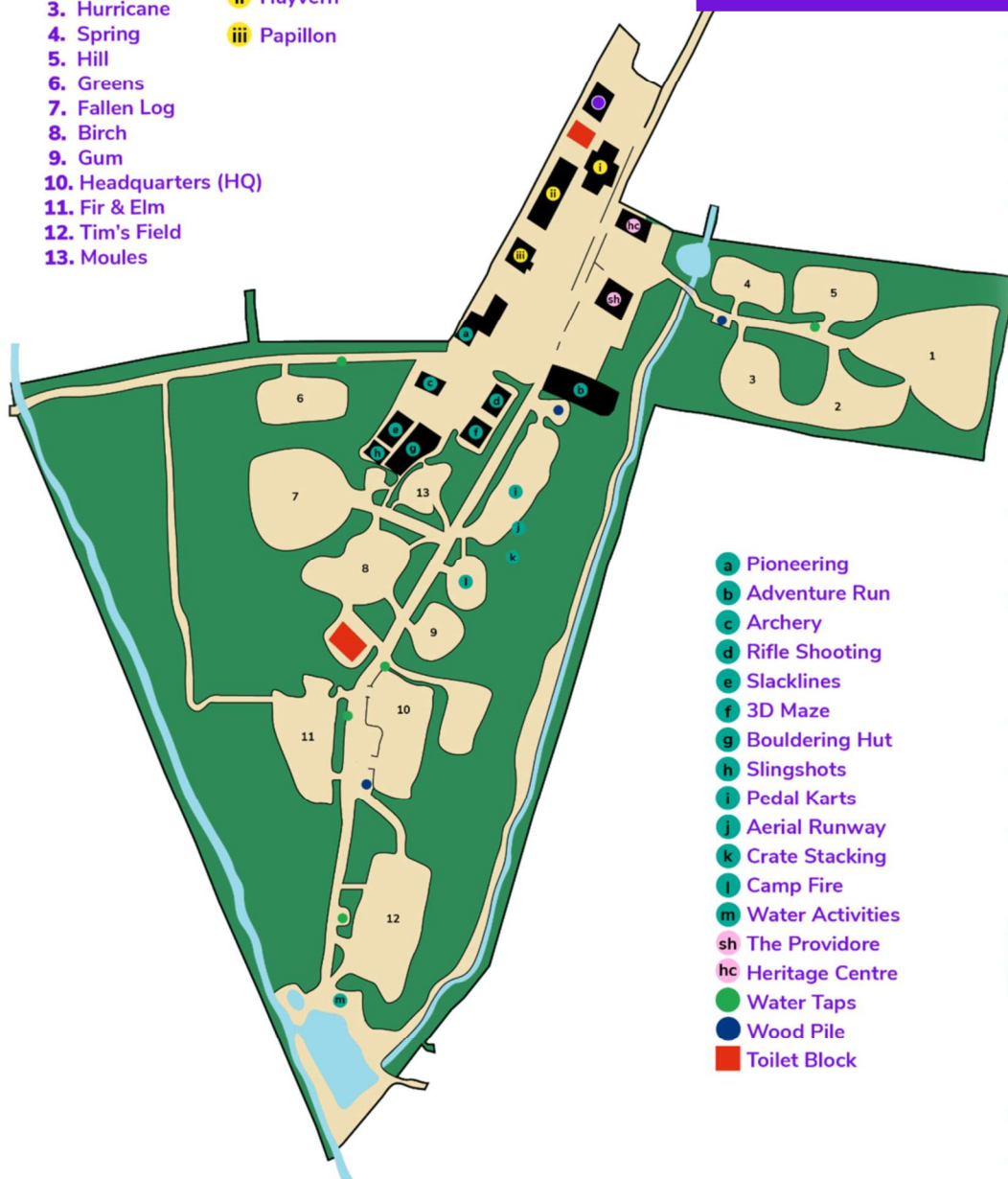
With so many acres of woodland, it's easy to get lost, but don't worry, we've made a handy map for you to help you find your way around the campsite.

Try not to get lost...

We hope this map helps you find your way round...

Thorrington Scout Camp

- | | |
|-----------------------|---------------|
| 1. Top Field | i Alpha House |
| 2. Oak | ii Hayvern |
| 3. Hurricane | iii Papillon |
| 4. Spring | |
| 5. Hill | |
| 6. Greens | |
| 7. Fallen Log | |
| 8. Birch | |
| 9. Gum | |
| 10. Headquarters (HQ) | |
| 11. Fir & Elm | |
| 12. Tim's Field | |
| 13. Moules | |



- a Pioneering
- b Adventure Run
- c Archery
- d Rifle Shooting
- e Slacklines
- f 3D Maze
- g Bouldering Hut
- h Slingshots
- i Pedal Karts
- j Aerial Runway
- k Crate Stacking
- l Camp Fire
- m Water Activities
- sh The Provideore
- hc Heritage Centre
- Water Taps
- Wood Pile
- Toilet Block

Booking Terms & Conditions...

Reservation and Cancellation

We will hold a booking reservation for 28 days from initial contact. If a deposit has not been received within these 28 days, we will cancel your booking reservation. A non-returnable deposit is required, which will be deducted from your final balance paid at the end of your camp. By paying a deposit, you are accepting the conditions laid out below.

In the event of cancellation or non-attendance, the following charges will apply:

- More than 60 days' notice before the date of the booking – loss of deposit
- 60 – 31 days' notice before the date of the booking – 50% of the total cost
- 30 – 8 days' notice before the date of the booking – 75% of the total cost
- 7 – 1 days or non-attendance – 100% of the total cost

Cancellations must be made by email to bookings@thorringtonscoutcamp.co.uk. The date of the message is the date of notification. An invoice for any fees due will be sent to you and should be paid within 28 days.

All fees must be paid in full before leaving Thorrington unless prior arrangements have been agreed upon.

Charges are subject to yearly review and are generally changed on the 1st of January. If you have booked a camp for the following year, you will be notified of your fees when they become available.

General Information

Responsibility for the supervision and welfare of groups remains the responsibility of the leaders of your group.

Access to the campsite is from Friday 7pm for all weekend bookings. If you wish to get in earlier, you will need to organise with your Warden as soon as possible and at least a week before your camp dates.

All group leaders should report to reception upon arrival to book in.

The speed limit on Brick Kiln Lane is 5mph. Please ensure that all adults in your group are aware of this, including those dropping off young people to the site.

Vehicles are not permitted past the silver gate without permission from the Warden Team. Those dropping off bulky loads will be permitted access to do so, but all other adults should park in the car park and walk personal gear to their site/building. All vehicles should be returned to the car parks as soon as possible unless arranged with the Warden Team on Site.

Please respect all other site users whilst at Thorrington by not walking through someone else's campsite. There is also a noise curfew from 11pm – 7am (including the use of generators).

It is expected that all adults on site will adhere to guidance issued by The Scout Association. In particular, those concerning the consumption of alcohol and smoking/use of e-cigarettes.

Booking Terms & Conditions...

Indoor Accommodation

Groups hiring indoor accommodation are asked to note that no bed linen is provided, and it is required that a single sheet is used to cover the mattress.

We do not supply First Aid Kits in any of our buildings.

We do not provide cleaning materials in any of our buildings. No bleach is to be used in the buildings. Contract cleaners will clean the premises before and after use, but you are expected to clean the buildings of physical dirt. It is expected that all cleaning of buildings during your stay will be completed by the hirers. If additional cleaning is required, arrangements must be made with your booking, and you will be charged for any extra requested.

We reserve the right to charge groups who do not leave buildings tidy or cause damage to buildings or equipment.

You should notify us at the earliest opportunity if you find anything dirty or damaged so that we can rectify the situation.

All buildings are smoking and e-cigarette free areas.

A Handover sheet must be completed on arrival and departure with a Warden Team member.

Camping

Campers must not drive onto any campsite.

Campers must provide a fire bucket per open fire and a fire blanket per gas stove set. If you do not have these on arrival, they can be hired for a small charge from the Warden Team. If used or damaged, a full charge will be issued per item.

In the interest of safety, NO wet pits may be dug within the campsite areas. Please use drainage devices such as a bucket/black sack with grass-filled holes in.

All rubbish must be disposed of in the industrial waste bins opposite Alpha House and Adjacent to the Heritage Centre. We offer a recycling service on-site, and items should be placed in the appropriate bin.

Firewood is available from three woodpiles identified on the site map or wood stacks around the site. Under no circumstances must trees be cut as there is usually ample deadwood available.

Please ensure all fires are restricted to purpose-built concrete bases or in Alter Fires. Fires are not permitted on the ground.

All ash should be cooled completely and then disposed of in the Ash bin in the rubbish collection compound.

A handover sheet must be completed on arrival and departure with a Warden Team member.

Booking Terms & Conditions...

Fire Safety

Please ensure that all leaders attending Thorrington have read the fire safety procedures sent to you with your welcome pack.

Fire Drills are offered to all building users and can be undertaken for campers on request to the Warden.

Toilets and Sanitation

There are two toilet blocks on site available for use. The bottom toilet block will only be opened if there are campers at that end of the site or on request to the Warden.

These toilets are checked regularly by Warden Teams during your stay and cleaned accordingly. Should you identify an issue, please raise it with the Warden as soon as possible.

All site users should encourage young people to keep the facilities as clean as possible. We reserve the right to restrict access to the bottom toilets if they are found to be being misused.

The pot-washing area should be cleaned after use, and all food, cleaning materials and crockery/cutlery should be removed and disposed of after use.

GDPR

When you make a booking enquiry to stay at Thorrington Scout Camp, you must provide your name, telephone number, and email address. This information will be held on a booking spreadsheet and OSM campsite booking system, but all details will be deleted at the end of the year following your camp. Details are only held for this time to ensure all bills are settled. Should payments not be received within this time frame, your details will be stored until your account is settled.

The information you send us will only be used for the identified reasons and will not be passed onto any other third parties.

Please ensure that should any details change between booking and final settlement of your bill, you update us, and we can ensure the information we hold for you is up to date and valid.

Should you wish to access the information held for you by Thorrington Scout Camp, please make a 'Subject Access Request' to bookings@thorringtonscoutcamp.co.uk and make for the attention of the data controller. The data controller will then send a data request form. Individuals will be charged £10 per subject access request. The data controller will aim to provide the relevant data within 14 days.

Booking Terms & Conditions...

Activities

Activities may only be booked for your camp once a deposit and completed booking confirmation form have been received by Thorrington Scout Camp.

Bookings are not confirmed until you have received a confirmation email from us.

Activities can be booked through the email system up to 4 weeks prior to your arrival date.

After this point you should book activities directly with the Warden upon your arrival.

Thorrington Scout Camp, and its instructors, have the right to amend, postpone or cancel your activity booking at any point prior to your time slot and during the activity. This will only be done where necessary, e.g. weather and instructor availability. However, we will always try to meet your requests where possible and offer all available options when we contact you and identify these issues.

COVID-19 Terms & Conditions Addendum...

- a. All adults attending the site must have read all the risk assessments. The guidance sheet must be relayed to young people and their parents.
- b. Each individual group is required to have a designated leader identified. These leaders contact details must be left with Thorrington and will be deleted 11 days after your visit unless a COVID-19 risk has been identified. If this occurs, your details will be deleted once all appropriate track and trace procedures have been completed. To ensure compliance with COVID-19 Track and Trace and GDPR guidelines.
- c. All confidential information will be kept in line with GDPR guidelines.
- d. Any signs or symptoms of COVID-19 by any visitor, during or within 10 days of your visit must be identified by email to COVID-19@thorringtonscoutcamp.co.uk
- e. Any test results must also be shared accordingly.
- f. Records of any details will be held on incident forms.
- g. The leader in charge must arrive before any young people to receive a basic handover. This will include an introduction to the campsite and cleaning schedule.
- h. Any PPE required by visitors will NOT be supplied by Thorrington.**
- i. Thorrington will supply hot water and appropriate soap to physically wash your hands on site. Any hand gels will be brought by yourselves.
- j. All visitors must always keep 2m away from site staff and not enter any building unless instructed to by a warden.
- k. All instructions from site staff must be followed.
- l. Any persistent or significant unsafe behaviours that are found to endanger the safety of others may result in you being asked to leave the campsite and notification made to the relevant DC / GSL of this occurring. You will not be permitted to return to the site until all issues have been resolved.