



**Woodlarks Camp Site Trust**

**Camp Leaders' Activity Manual**

**2023**

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# 1 Foreword

This is the 2023 version of the Woodlarks Camp Site Trust Camp Leaders' Activity Manual.

A copy of this Handbook will be kept in the Camp Leader's office in Bradbury Croft.

It was updated by Lynne Cooper and Malcolm Jarrett.

All times are in 24-hour format.

Please note that where contact details are given for third parties, this does not constitute an endorsement by Woodlarks Camp Site Trust.

## 2 What's new for 2023?

Document has been made more concise. The archery section was removed.

## 3 Permission for activities

Children and vulnerable adults should have parent / guardian's / carers or where appropriate medical consent permission for activities such as trampolining.

## 4 Swimming Pool

Camp Leaders must ensure that the Pool Supervisor reads the latest version of the Swimming Pool Handbook before the first swimming session takes place.

The Pool Supervisor or Camp Leader must brief the pool users about pool safety prior to the first swimming session.

## 5 Aerial Runway

Nick and Sarah will give a copy of the aerial runway operating instructions to the aerial runway supervisor.

The Trust reserves the right to decide during which weeks the aerial runway will be available.

## 6 Trampoline

Camp Leaders must:

- Check that appropriate written permission has been obtained as applicable before allowing people to use the trampoline.
- Ensure that the Trampoline Safety Rules are followed by every trampoline user.

The trampoline is supplied by the Trust to enhance the outdoor experience of the site for all. Use of the equipment by campers with disabilities should take precedence over helpers.

## 6.1 Trampoline Safety Rules

You must follow these safety rules:

- Children and vulnerable adults must have written permission from their parent / guardian / appropriate person, to use the trampoline. Disabled adults who can make their own decisions and do not normally have an advocate / guardian can decide for themselves.
- Only use the trampoline when supervised by the Camp Leader or a person delegated as responsible.
- Always inspect the trampoline for damage before and after use. Trampoline not to be used if damaged and must be reported to the Camp Leader. You must not use the trampoline until an inspection is carried out and it is deemed safe for use.
- Do not use the trampoline if it is raining or the bed of the trampoline is wet.
- Up to 3 people may use the trampoline at any one time; they must be of a comparable size and weight to avoid possible injury. Single user maximum weight of 140 kilos, combined maximum weight of 190 kilos.
- Keep away from the trampoline when it is in use and never go underneath when someone else is jumping.
- Always ensure the safety enclosure entrance/exit is fully closed when the trampoline is in use. There should also be a safe zone completely around the trampoline of at least 2.5 metres.
- Always remove shoes, and any other items that may get caught.
- The trampoline must be used responsibly. Do not attempt stunts, somersaults or any other dangerous manoeuvres which may cause serious injury.
- No food, drink or smoking allowed on, or near the trampoline.

If the trampoline is used irresponsibly, then Woodlarks Camp Site Trust will put it out-of-bounds.

## 7 Accessible Swing

The keys and wheelchair fixings are held by Nick and Sarah and will be issued on the day of the handover.

Included in the handover are the operating instructions.

Users must carry out a risk assessment.

## 8 Other Activities

### 8.1 Walking along the Tilford Road

Although there is a 40mph speed limit between Lodge Hill Road and Tilford the Trust recommends that camps do not walk or push wheelchairs or prams along Tilford Road to Farnham or to Tilford as there are no pavements. Hi-Vis jackets are available if needed for walking elsewhere.

### 8.2 Discos, live music and entertainment using a PA system

The Trust requires that amplification be kept to a VERY moderate level and that after 23:00 it is turned right down finishing by midnight. Your co-operation is sought so that camps can continue to enjoy such entertainment but not at the expense of our neighbours' peace.

Discos must not unload their vehicles from the top field but outside the dining room.

## 9 Review

This policy will be reviewed after three years, or sooner if legislation changes.

Signed:

Date:

Print name: Catherine Crawford

Position held: Chairman

Implemented: March 2023

Review date: March 2026

Person responsible: Malcom Jarrett