



# Woodlarks Camp Site Trust

## Camp Leaders' Activities Manual

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### Document Approval:

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1.1	March 2023	Lynne Cooper	All trustees	Catherine Crawford	C Crawford

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# 1 Introduction

## 1.1 Document Purpose

1.1.1 This document outlines rules governing activities organised by camps held at Woodlarks Camp Site.

## 1.2 Permission for Activities

1.2.1 Camp Leaders are strongly advised to seek permission of parents/guardian of children or vulnerable adults attending their camp to participate in any activity organised during the camping holiday.

1.2.2 This will include activities such as:

Swimming

Days out (off-site)

Any activity organised by the camp

1.2.3 Disabled adults over the age of 18, who are able to make their own decisions without a parent/guardian, may decide themselves whether to participate in any activity.

1.2.4 The Camp Leader may use their discretion and advise individuals against participation if they consider this would place other campers or helpers at unnecessary risk of harm.

## **2 Specific Trust Activities**

### **2.1 Swimming Pool Safety Rules**

- 2.1.1 Camp leaders must check that appropriate written permission has been obtained for all individuals participating in this activity.
- 2.1.2 During swimming sessions, the Camp Leader must ensure a person is nominated as the Pool Supervisor.
- 2.1.3 The Pool Supervisor should not participate in swimming sessions and should be available to respond to incidents.
- 2.1.4 The Pool Supervisor **MUST READ** the latest version of the Swimming Pool Handbook before the first swimming session takes place.
- 2.1.5 The Camp Leader (or nominated Pool Supervisor) must brief the pool users about pool safety prior to the first swimming session.

### **2.2 Aerial Runway Safety Rules**

- 2.2.1 Camp leaders must check that appropriate written permission has been obtained for all individuals participating in this activity.
- 2.2.2 The Camp Leader will nominate a competent person to be Aerial Runway Supervisor and ensure this person is familiar with the safe running of the aerial runway.
- 2.2.3 The Woodlarks Warden or Secretary will give a copy of the aerial runway operating instructions to the Camp Leader (or nominated Aerial Runway Supervisor).
- 2.2.4 The Warden/Secretary will decide each day if it is safe to operate the Aerial Runway.
- 2.2.5 The Trust reserves the right to close the aerial runway for **ANY REASON**.

### **2.3 Accessible Swing**

- 2.3.1 The keys and wheelchair fixings are held by the warden or secretary and will be issued to the Camp Leader on arrival day.
- 2.3.2 Operating Instructions are provided with the keys and must be strictly observed.
- 2.3.3 Users must carry out their own risk assessment.

## **3 Other Activities**

### **3.1 Walking Along Tilford Road**

- 3.1.1 Tilford Road is the main road that passes the main entrance of Woodlarks.
- 3.1.2 Although there is a 40mph speed limit in force, there are no pavements along this stretch of the road and the Trust recommends that camper and helpers **DO NOT** walk or push wheelchairs along this road in either direction.

3.1.3 Hi-Vis jackets are available if needed for walking elsewhere.

## **3.2 Discos, Live Music and Use of PA Systems**

3.2.1 The Trust asks all campers and helpers to respect our neighbours.

3.2.2 Any sound amplification must be kept to a moderate level and not be excessively loud.

3.2.3 Evening activities involving amplified sound must take place indoors, with windows kept closed and doors closed immediately after each use.

3.2.4 ALL amplified sound must be turned right down after 2300 hours.

3.2.5 Amplified sounds will be completely switched by midnight at the latest.

3.2.6 Your co-operation is sought so that camps can continue to enjoy such entertainment but not at the expense of our neighbours' peace.

3.2.7 Discos and other equipment must be unloaded from vehicles outside the dining room at the top of the driveway.

3.2.8 Vehicles are NOT PERMITTED to drive on the top field to the rear of the dining room.

## **3.3 Other Activities Organised by Camp Leaders**

3.3.1 Camp Leaders must undertake their own risk assessment before any activity is commenced.

3.3.2 The Trust cannot be held responsible for activities organised by Camp Leaders, which are undertaken at participants' own risk.

3.3.3 Camp Leaders must ensure activities are not unduly noisy, especially outside or during the evening, and must not cause any damage to Woodlarks buildings, equipment or grounds. This includes trees and plants.

3.3.4 Any accidental damage caused must be reported to the warden or secretary at the earliest convenient opportunity.

# **4 Document Review**

## **4.1 Review and Sign-Off**

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