



## Booking Information

Thank you for your enquiry. Please complete this form to book the site facilities and return it to the Booking Secretary:

Bucks Scouts County Office  
 3 Walton Terrace  
 Walton Street  
 Aylesbury  
 Buckinghamshire  
 HP21 7QY

☎ 01296 422770

✉ bucks.scouts@btconnect.com

Your booking will be confirmed as soon as possible. A 10% deposit is requested when booking any of the site facilities – 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's Child Protection and Safety Policies.

If you require any further information or help please do not hesitate to contact the Booking Secretary at the above address.

Please complete as applicable:

Group/School/Organisation (please state school if booked through a DofE Provider):	
District:	
County:	
Leadership in charge who will be onsite:	Appointment:
Address:	
Post Code:	
Email:	Telephone:
Date of arrival:	Approximate time of arrival:
Date of departure:	Approximate time of departure:
Facilities required: <small>please circle</small>	
Schofield Building (main)	Frost Building
Field Campsite	Wood Campsite
How many tents will you have (approximately)	
Approximate numbers:	
Beaver Scouts/Rainbow Guides:	Cub Scouts/Brownie Guides:
Scouts/Guides:	Explorer Scouts/Ranger Guides:
D of E Participants:	Adult Leaders/Helpers:
I enclose 10% of the booking fee £ (Cheques made payable to Bucks Scout Council)	
Signed	Date

# The Scout Association's Child Protection and Safety Policies

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

## 1 Overriding Controls

The Campsite/Facility manager 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 Association's 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 in which they have been placed and,
- In every respect, the relationships they form with the young people under their care are 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 entrance hall of the Schofield Building (main building).

## 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 this responsibility ranks equally with other responsibilities incumbent upon providing Scouting activities and functions.

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 without risk to health of participants
- The provision and maintenance of equipment and buildings for members and others is safe and without 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

- 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 Braid Wood facilities.

- I understand that the Scout County Commissioner or his representative may direct that any particular activity shall be postponed, stopped or cancelled in accordance with (1)
- I have read and agree that the party I am leading will abide by the Scout Association's Child Protection and Safety Policies as outlined in part (2)
- I have been made aware of the Scout Association's internal rules and good practice in respect of point (3) detailed on the reverse of the booking form. I am satisfied that our/my organisation rules take proper account of these matters
- **By signing this declaration I am giving permission for my details to be passed to another organisation in the event of issues arising from this booking**
- 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: \_\_\_\_\_  
(for the Organisation/Group)

Date: \_\_\_\_\_

Name: (please print) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Organisation/Group: \_\_\_\_\_