



BOOKING TERMS & CONDITIONS

Provisional bookings: Prior to receiving confirmation, a provisional booking will be held open for 4 weeks. If the requested deposit fee is not paid by then, the booking will be cancelled.

Confirmed bookings: A confirmation letter will be issued following the receipt of the appropriate deposit. This will confirm and secure a provisional booking.

Payment of Deposit / Booking Fee: Payments can be made by cheque (payable to West Lancs Scouts), by card over the phone (01995 61336) or in person, by cash (in person) or by bank transfer (Sort code: 16 28 33, Acc no. 10106110. Use your **booking no. as the payment reference** – if the correct reference is not given, we cannot guarantee that the payment will be credited against your booking). All payments must be paid in full within 30 days of the invoice date.

Cancellations: Cancellations will only be accepted by email. Cancellation at any time will result in the loss of your deposit. Otherwise, cancellations will attract a charge as a percentage of the full cost based on the notice given. i.e., 30% charge if 3 months before the event, 50% if 2 months before or 100% if 1 month or less before.

Nights Away Permits (Scout Association Members Only): By confirming your booking, the person booking the camp is confirming that the Leader in Charge of the camp on the day will hold the appropriate Scout Association "Night's Away" Permit. Younger parties without a Leader are welcomed only on production of their Nights Away Passport.

DBS Checks: By confirming your booking, the person booking the camp is confirming that every adult staying overnight has an up to date DBS check and up to date Safety & Safeguarding Training.

Parties welcomed: As a youth outdoor education centre, we particularly welcome youth groups of all types. We also welcome outdoor education groups who may be training adults. We currently do not accept bookings from the general public for family camping where they have no connection with Scouting or other bona fide youth organisations. Parties unable to meet our rules regarding Safeguarding may not be allowed to visit Waddecar.

Camping areas: Where specific campsites are requested we will do our best to ensure that these are allocated to you but no guarantee of this can be given.

Cleaning fees: Our pricing structure is based around users leaving their building or camp site pitches in a clean and tidy condition ready for the next user. Failure to do so will attract a cleaning fee of £40.

Car Parking: Vehicles and their contents are left at the owners own risk. We do not accept any loss or damage to vehicles or their contents. All vehicles must be parked in the designated parking areas or as directed by Waddecar staff.

Damage to property: Parties who damage any property belonging to West Lancs Scouts, or to our other guests, should inform the Centre Manager or Duty Warden at the earliest opportunity. Minor accidents may be waived at the discretion of the Centre Manager but wilful damage, vandalism, broken windows etc will be charged out to the party concerned at cost. Any unreported damage discovered may be charged at a premium to the actual cost.

Smoking: Waddecar is a no-smoking site. This includes e-cigarettes. Please ask a member of the Team

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if you require a smoking area.

Arrival & Departure Times: Weekend Bookings: Buildings and camping pitches will not be available until 4pm on your day of arrival and must be vacated by 2pm on your day of departure, unless a prior arrangement has been made with the Centre Manager.

Mid-Week Bookings: Buildings and camping pitches will not be available until 10am on your day of arrival and must be vacated by 2pm on your day of departure, unless a prior arrangement has been made with the Centre Manager.

Disabled access: We have made some adaptations to assist visitors with mobility or other issues and continue to consider this as we upgrade parts of the Centre. However, we would ask parties with special needs to make these known as early as possible to allow us to work with you to make the visit as enjoyable and accessible as possible.

Activities: We think it is important that everyone has the opportunity to take part in site Activities. Therefore it may be necessary to limit the number of sessions that each party can book. Once an Activity booking is confirmed, it must be paid for even if the party decided to cancel the Activity or shorten the time.

Instructed activities may not be booked within 2 weeks of your arrival date. Site procedures for Activities must be followed. Where the booking is on a Self Help basis, it is the responsibility of the Leader in Charge to ensure that all requirements are met. For full details see our website page www.waddecar.org.uk

HEALTH & SAFETY STATEMENT

West Lancashire County Scout Council's policy is to provide safe and healthy conditions for all employees and users of its facilities. We require all visitors to understand their responsibilities during their visits to Waddecar.

By confirming a booking with us, you are agreeing to your responsibilities, including that all adults in the party have been deemed as suitable to work with young people by their own organisation and that any contravention of the Scouts Safeguarding Policy & Procedures could lead to the Scout Association initiating its reporting and referral procedures.

- 1. SAFEGUARDING MEASURES.** It is the policy of The Scout Association to safeguard the welfare of all members and users of its premises by protecting them from physical, sexual and emotional harm. **All visiting Parties must either a) belong to The Scout Association and adhere to their rules, including being up to date with DBS and Safety & Safeguarding Training or b) are required to have a Safeguarding Policy which includes Safeguarding training and DBS checking for all attending adults staying overnight.**
2. Any associate of Waddecar becoming aware of unsafe working practices or unsafe equipment or working conditions should report this to the Waddecar Centre Manager, or person on duty, without delay.
3. Waddecar, by the nature of its environment and activities, has a variety of potential dangers and risks not normally present in one environment. The presence of trees, moving water, open fires, ponds, activities equipment, catering equipment, vehicles, office and workshop tools and equipment, as well as the use of the site by large numbers of young people, means that all

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employees, instructors, voluntary staff and users must be particularly vigilant and continually searching for safe working practices.

4. Particular but not exclusive dangers are
 - a. Tractors, trailers, site machinery and other vehicles used on site and in the vicinity
 - b. Ponds and moving water
 - c. Steep embankments and gullies
 - d. Unsupervised use of activities equipment
5. It is a requirement that all who use Waddecar, and by extension those under their supervision and any other visiting associates, act in a responsible way about their personal behaviour, their care of the facilities, their sharing of the facilities and the health and safety of themselves and others.
6. It is a further requirement that those who conduct activities provide evidence of having the appropriate training, expertise, accreditation, and authorisation and, where appropriate, qualifications to do so. When using site equipment, the site rules, risk assessments, and operating procedures must be read and adhered to.
7. At all times, when young people are on site, there must be at least one designated Leader on site with them. They should have in their possession all necessary documentation referring to all members of the party.
8. **NOTE** A Leader must remain on the site if their group are under instruction from Centre Staff. It is normally required that the group are accompanied on the activity.
9. Leaders on site must be familiar with the Scouts Alcohol and Scouting Policy (Green Card)
10. The Safety Officer for Waddecar Scout Activity Centre (Waddecar) is the Centre Manager.
11. The topic of "Health and Safety" will be on the agenda of meetings of the Waddecar Management Committee at least three times each calendar year.

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