As we gradually re-open Dudsbury Guide Camp in full, we are pleased to be able to reopen the Main Site outdoor space for outdoor meetings for Girlguiding groups.

We can accommodate up to three groups at a time, appropriately distanced on the main site, one group in front of the Chalet, one group in front of the house, and one group on the camp site.

We have been busy putting together plans to ensure that we are Covid secure and full details can be supplied on request.

How are we staying Covid Secure?

Use of the outdoor space during Covid-19 includes sole use of one toilet area for your group and an outdoor space appropriately distanced from the other spaces used by other groups.

​Unit Checklists and Risk Assessments - Girlguiding recently brought in a new system of paperwork for units to be able to meet outdoors which needs to be signed off by the local commissioner. This paperwork, once approved, needs to be shared with the wardens at least 24 hours prior to your visit. No paperwork = no visit.

Maximum Group sizes - Units need to follow the Girlguiding guidelines.

Access to toilets - Use of the outdoor space during Covid-19 includes sole use of one toilet area for your group. The outdoor toilet block can be split into two separate areas.

Leaders will need to decide how they will manage their group if more than one girl needs to use the facilities during your visit. These facilities are sanitised in between each group visit. All groups should clean hygienically as they use the facility. Cleaning materials will be supplied.

Members of all units visiting the site are expected to maintain good social distancing practice and good hand hygiene standards in line with government guidance.​

Prices & booking conditions

Unit visit fees are per session Morning, Afternoon or Evening and bookings can be made by email to :- [**elizabeth.dawkins1@ntlworld.com**](mailto:elizabeth.dawkins1@ntlworld.com)**, Telephone: 01202 393018**

**Booking Terms and Conditions for Unit Visits 2021**

1. Provisional bookings are taken by email to [elizabeth.dawkins1@ntlworld.com](mailto:elizabeth.dawkins1@ntlworld.com) and will be held for a period of 7 days. Your booking is then confirmed on receipt of the ‘Booking Form for Unit Visits 2021 and full payment. By submitting your booking form and payment, you are agreeing to the terms and conditions laid out below.

2. Unit visits are offered to Girlguiding units on our main site for morning, afternoon or evening sessions.

3. Unit visit fees are £1 per person, per morning, afternoon or evening session. Bookings can be made on any day of the week. Unit visits will take place on the main site and we have facilities for up to *three* at any one time.

4. Scouting groups and other youth organisations can potentially be accommodated.

5. Use of the outdoor space during Covid-19 includes sole use of one toilet area for your unit. The main toilet block can be split into two separate areas. Leaders will need to decide how they will manage their group if more than one girl needs to use the facilities during your visit. These facilities are sanitised in between each group visit. All groups should clean hygienically as they use the facility. Cleaning materials will be supplied.

6. Members of all groups visiting the site are expected to manage good social distancing practice and good hand hygiene standards in line with government guidance and any group not adhering to this will be given one reminder. If they continue to ignore these guidelines they will be asked to leave the site. No refund will be issued under these circumstances.

7. Units need to follow the Girlguiding and National Youth Agency guidance.

8. Each unit should bring their own First Aid kit. Volunteers should not cross units to administer first aid or share equipment.

9. Full payment is required with your booking form to confirm your booking. A bank transfer is the most covid-friendly payment method but we are also able to accept unit cheques. *We are not currently able to accept cash. Bank details are available on the booking form and invoice*.

10. Arrival and departure times will need to be staggered with other ‘units’ using the site. If other groups are already booked then you may need to be flexible with these times.

11. The Leader coordinating your group MUST report to the Wardens on arrival on site.

12. All Girlguiding groups are expected to follow the latest Girlguiding regulation, completing the Checklist and Risk Assessment and getting this signed off by their Commissioner prior to their visit. An approved copy of this document must be sent to the [elizabeth.dawkins1@ntlworld.com](mailto:elizabeth.dawkins1@ntlworld.com) at least 24 hours prior to your visit. No paperwork = no visit. No refunds will be given in this situation.

13. We’re sorry but dogs are not permitted on the site.

14. Should it be necessary to close the site, you will be informed 24 hrs in advance (where possible) with a full refund of any monies paid.

15. If you cancel your booking, no monies will be refunded. We would recommend Leaders consider this financial risk as part of their risk assessment.

16. In the event a young member or Leader has symptoms of, or is tested positive for Covid-19, they should not attend the group’s session. We recommend Leaders consider this possibility as part of their Risk Assessment as if a Leader cannot attend this may mean the whole group cannot continue.

17. Vehicles are not permitted on the main site field. Vehicles should be parked in the site car park. Parents/Careers may use the car park for drop and pick, please discourage hanging around.

18. Rubbish and recycling must be placed in the appropriate bins at the main entrance or removed from site by the Leaders. Recycling should be clean before adding to the bins.

19. How we may use your personal information. Your privacy is of the utmost importance to us. We only use personal information you provide to us in accordance with our Privacy Notice. Please take time to read this document as it includes important terms which apply to you. We will use the personal information you provide to us to: a) administer your booking; b) process your payment.

Please complete one form per unit.

By completing this booking form and returning it with your payment, you are agreeing to the Terms & Conditions for Unit Visits 2021. Receipts will be emailed once non-returnable deposit is received.

|  |  |  |  |
| --- | --- | --- | --- |
| **Main Contact** |  | **Role:** |  |
| **Address** |  | | |
| **Postcode** |  | **Tel No.** |  |
| **Email address** |  | | |
|  | | | |
| **Unit** |  | | |
| **Division** |  | | |
| **County** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of your visit** | | | |
| Date |  |  |  |
| Arrival Time |  | Departure Time |  |
| **Numbers** | | | |
| Leaders |  | Other Adults |  |
| Rainbows |  | Brownies |  |
| Guides |  | Rangers/YL |  |
| Other Children |  |  |  |

|  |  |
| --- | --- |
| I have read and understood the Booking Terms & Conditions for Unit Visits 2021, which includes how my personal information may be used, and by signing this form agree to them. | |
| **Signed** |  |
| **Dated** |  |

**Please send the completed form to the Booking Secretary:- Email:** [**elizabeth.dawkins1@ntlworld.com**](mailto:elizabeth.dawkins1@ntlworld.com) **Mrs E Dawkins, 8 Austin Close, Bournemouth, BH1 4RP, Telephone: 01202 393018**.

🞏A payment of £ \_\_\_\_\_\_\_\_\_\_ has been made to Account: 42177048 Sort Code: 40-13-07

Bournemouth Guide Camp Association, please email confirmation to: dudsburyfinance@gmail.com

**THIS FORM MUST BE SENT TO THE WARDENS** **AT LEAST 10 DAYS BEFORE YOUR VISIT (can be e-mailed to suewebb54@yahoo.co.uk)**

**NAME……………………………….................................................................................**

**ADDRESS………………………………......................................................................…......**

**…………………………………………...............................TEL………………………………..**

**COMPANY/PACK………………………………...............................................................**

**DATES OF CAMP/ HOLIDAY……………………………….............................................**

**HOUSE/ CHALET / SITE. TO BE USED………………………………............................**

**NUMBERS……….LEADERS………… RANGERS/YLS ………….**

**.GUIDES ……………….BROWNIES…… OTHER ADULT HELPERS (inc husbands**

**CHILDREN (other than Guides or Brownies)…………………DAY VISITORS……….......**

**APPROXIMATE TIME OF ARRIVAL………………………………..............................................**

**APPROXIMATE TIME OF DEPARTURE……………………………….......................................**

**HOME CONTACT NUMBER………………………………………………………………………**

**WARDENS ADDRESS;**

**SUE & DOUG WEBB**

**THE COTTAGE,**

**DUDSBURY GUIDE CAMP,**

**174,CHRISTCHURCH ROAD, WEST PARLEY,**

**FERNDOWN,DORSET. BH22 8SS**

**TEL; 01202 572665**

**e-mail -** [**suewebb54@yahoo.co.uk**](mailto:suewebb54@yahoo.co.uk)