

## The Craigs Camping & Training Centre

### Terms of Booking for AMBER & YELLOW LEVEL scouting (page 1 of 2)

- **Bookings must be paid in advance** to the District Treasurer by bank transfer, and should be considered non-refundable unless there are exceptional circumstances. Please quote your booking reference in all correspondence.

Due to site restrictions, each booking is for one 'group' only (*max 20 persons, including parents & leaders*). Though more than one booking may be made per Scout/ Youth Group, provided a separately-identifiable leader is in charge of each visitor group.

#### **The maximum capacity of the campsite during AMBER & YELLOW levels is TWO groups**

- Any contact information gathered will be used to process the booking and held for a period of time beyond the visit date to assist with any 'test & protect'/ 'track-and-trace' requirements.
- Once there is no necessity to hold personal information, it will be deleted in compliance with General Data Protection Regulations.

#### **- Coronavirus**

Groups must adhere to guidance provided by the Scottish Government, that is current at the time of their visit, in respect of keeping their members safe from infection. In particular:

- Observe physical distancing & avoid crowding
- Each visitor should bring a suitable face covering, and the group leader will determine their use.
- Clean hands regularly with soap & water.
- Clean surfaces such as door handles, taps, toilet handles, light switches after use
- Leaders are asked to help keep their group infection-free by cleaning-as-they-go
- Please **bin any cloths/ tissues used for cleaning** as disposal down the toilet may cause blockages.

- **Activities.** During Amber & Yellow periods, no activities will be offered, **and the play park and challenge course are out of bounds**

- **Toilets.** Groups will be allocated toilets on or before their arrival. You must only use those facilities allocated to you, and you must ensure that no other group uses yours.

- **Wash Facilities.** To help manage the potential for crowding at the toilets, some additional hand-wash facilities will be in your part of the campsite, and should reduce the need to go to the toilets for this purpose.

- **Parking/ Drop-off/ Pick-up.** You must only use the car park allocated to your group, and you must ensure that all drivers are aware of this. You are requested to provide a leader to oversee drop-off, pick-up and parking arrangements so that groups remain separated at this time and parents avoid congregating.

#### **- Risk Assessment**

To assist with keeping the campsite COVID safe, guests are required to provide a Coronavirus risk assessment that has been approved by their association and relates to their proposed visit. This must be attached to the booking form and submitted at the same time.

- **First aid.** Groups are responsible for their own First Aid provision and should ensure that there is a first-aider in the group. They must also bring with them a suitable first-aid kit to be available during their visit.

#### **- Health and Safety.**

- No dogs are allowed on site (except assistance dogs)
- Centre facilities must be used correctly and safely.
- Storage areas, workshops and fenced areas are out of bounds.
- Torches should be used at night on site when moving around.

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- **Conduct.** All site users are to be treated with respect and dignity, and inappropriate language or behaviour is not welcome. Any person acting inappropriately will be required to leave the site immediately and their conduct reported to the appropriate authorities.

- **Insurance.** Site users are responsible for ensuring their group is adequately insured against cancellation, third party liability and loss, theft or damage to personal effects.

- **PVG.** Site users should ensure they have the correct accreditation and permits as required by their organisation; and persons supervising young people or vulnerable groups must be Disclosure Scotland/PVG (or other equivalent regulatory body) checked. Groups that are not PVG (or equivalent) registered should contact the Bookings Manager to discuss their requirements.

- **Security.** Guest should be aware that for security purposes, CCTV is used onsite, and images will be recorded and may be used in evidence

- **Valuables** are the responsibility of the owner; and young people should be discouraged from bringing items of value with them.

**Food Waste (general)**- Please dispose of waste food safely and responsibly. Unfortunately, the campsite is not suitable for digging waste pits (wet or dry), so alternative methods must be used. If safe to do so, consider incinerating waste on your campfire, or bagging and binning it. ***Under no circumstances should waste be left out for animals, or thrown over neighbouring fences.***

#### - Disposal of Grease, Fat & Oil.

Do not cause or allow grease, fat or oil to go down sinks or toilets. This will lead to blocked drains, unpleasant smells, and possible loss of facilities.

As suggestions:

- Pour hot fat into a suitable metal container and allow to cool then bag & bin it.
- Allow hot oil to cool, then pour into a container that can be properly closed and sealed.
- Wipe used pots and dirty dishes with paper towels to remove greasy residue, then place towels in the bin.

Regrettably, any costs involved in tracing, clearing, restoration, legal costs, or any subsequent loss of business as a result of improper disposal may require to be settled by those responsible.

- **Septic tanks.** Please avoid the use of antibacterial soaps or shampoos; and do not put bleach down toilets or drains, as these will have an adverse effect on our septic tanks. **Please bin any cloths/ tissues used for enhanced cleaning**, as disposal down the toilet will be detrimental to our septic tanks and may cause blockages.

- **Chainsaws & tree felling.** Guests may not use chainsaws on site without a valid permit; and cutting, limbing or felling trees is not allowed.

- **Smoking.** The Craigs operates a no smoking policy. Any leaders who smoke are requested to do so off site and to dispose of their cigarette ends responsibly. We also request that you smoke out of sight of young people.

- **Tidiness & Recycling.** Every site user is asked to assist with the tidiness of the site and leave facilities as you would wish to find them. Please separate recyclable material from general waste as much as possible and leave items at recycling points or place in the blue bins. Food waste and rubbish should be deposited in the grey bins situated in the car park, and glass in the purple bins.

#### Data Protection

West Lothian District Scout Council collects personal data in order to carry out its business. As a membership organisation we hold data on members, staff and others, such as customers and donors. We take the issue of privacy very seriously and are committed to protecting and respecting your privacy in compliance with data protection law.