

PLEASE COMPLETE ONCE RECEIVED AND RETURN WITHIN THE NEXT 5 DAYS.

We are unable to accept your child to camp without these forms and your booking will be subject to cancellation according to our booking terms and conditions.



Kingswood  
Camps



# CAMPER INFORMATION AND PRE-ARRIVAL FORMS

2019

[Kingswoodcamps.co.uk](http://Kingswoodcamps.co.uk) [customerservices.camps@inspiring-learning.com](mailto:customerservices.camps@inspiring-learning.com)

UK: 0800 655 6560 Intl: +44 (0) 1603 614 000 (Our lines are open 8.30am - 5pm Mon-Fri)

Kingswood Camps, Kingswood House, Alkmaar Way, Norwich, NR6 6BF, UK

# CAMPER INFORMATION

1 OF 5

## CHILD'S DETAILS

Child's family name (surname): \_\_\_\_\_ Child's first name(s): \_\_\_\_\_

Booking reference: \_\_\_\_\_ Gender:  Male  Female Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Camp location: \_\_\_\_\_

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_ *Please note arrival times are between 3-5pm and departure between 9-11am*

## PARENT/GUARDIAN/CARER DETAILS

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Family name (surname): \_\_\_\_\_

Permanent address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home tel: \_\_\_\_\_ Work tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Please state your relationship with the child e.g. Parent/Guardian/Carer \_\_\_\_\_

Are you away on holiday during your child's holiday?  Yes  No

Your location and number if you are away during your child's holiday: (if different from above): \_\_\_\_\_

Name, address and contact details of designated person if you cannot be contacted (must be over 18 years). If we are unable to make contact with you, we will contact this person in the event of an emergency or if your child has to leave camp.

Contact tel/mobile: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Has your designated person been advised of responsibilities?  Yes  No

Does your child have a Social Worker?  Yes  No (If yes, please give details below)

Social worker name \_\_\_\_\_

Social worker tel no. \_\_\_\_\_ Local Authority: \_\_\_\_\_

## CAMPER WELFARE (PLEASE PROVIDE DETAILS ON A SEPARATE SHEET IF NECESSARY)

We strongly believe in including all young people in our programmes and recognise our responsibility to ensure our facilities are as accessible as possible. Please speak to our team early on in your planning process if you are concerned about the well-being or additional needs of your child. We will always do our best to accommodate all requirements however on occasion, where we are not able to fully support specific requirements we will discuss this with you.

If your child is 11 by the arrival date have they completed at their first half term in secondary school?  Yes  No

Has your child ever been excluded from full time education?  Yes  No

Has your child ever required any additional support?  Yes  No

Please give details and when this occurred: \_\_\_\_\_

Does your child have any support with learning and behaviour at school?  Yes  No

Does your child require more supervision than expected of their peer group (our ratios are 1 adult to supervise 15 children)?  Yes  No

If yes, please supply us with as much information as possible as this will assist us to support your child: \_\_\_\_\_

Please advise us if there is any change to any of the above information prior to your child's arrival at camp

[Kingswoodcamps.co.uk](http://Kingswoodcamps.co.uk) [customerservices.camps@inspiring-learning.com](mailto:customerservices.camps@inspiring-learning.com)

UK: 0800 655 6560 Intl: +44 (0) 1603 614 000 (Our lines are open 8.30am - 5pm Mon-Fri)

Kingswood Camps, Kingswood House, Alkmaar Way, Norwich, NR6 6BF, UK

## MEDICAL AND DIETARY DETAILS

Children should never arrive at camp feeling unwell or having been exposed to a contagious disease within 3 weeks of their arrival. It is important to make us aware of any recent operations or injuries prior to arrival (please include details below).

Please note a doctor may give treatment without consent in an emergency.

Does your child have any allergies?  Yes  No If yes, please give details:

Please tick the boxes below if your child suffers from:

- Skin problems  Back/joint problems  Chest pains  Headaches  Diabetes  Asthma  Dizzy spells/regular fainting  Seizures  
 Hearing loss  Visual impairment  Autism spectrum disorder (ASD)  Behavioural disorder (including ADHD and OCD)  Other (please state)

Details: \_\_\_\_\_

Does your child take any medications for any of the above?  Yes  No

Will your child require medication whilst at camp?  Yes  No If yes, please detail below:

Medication name	Dose	How is it administered	When must it be taken

All medications must be handed to Kingswood Camps team upon arrival and will be issued by our on-site welfare teams at appropriate times. Medication should be clearly labelled with campers name and date of birth. If your child is bringing an inhaler or epi pen with them they will be encouraged to carry it with them at all times. Please note that our team are unable to administer injections.

Are you happy for your child to be administered with any non-prescription drugs (e.g. paracetamol, cough medicine, ibuprofen) should the need arise?

Yes  No Please give details if necessary: \_\_\_\_\_

If your child usually takes medication but will not require medication during camp, please explain the reasons for this:

### Dietary requirements

Does your child have any special dietary requirements?  Yes  No If yes, please detail below:

## ACTIVITY RESTRICTIONS

- I have reviewed the activities on offer and feel my child can participate without restriction.  
 I have reviewed the activities on offer and team supervision ratios and feel my child should NOT participate in the following activities (please state reasons):

## SPECIAL REQUESTS

**Children of the same age and gender may share a dormitory room (not guaranteed).**

Name of child to share accommodation with: \_\_\_\_\_ Age: \_\_\_\_\_

.....

## THIS FORM MUST BE COMPLETED AND RETURNED TO ENSURE WE CAN ACCOMMODATE YOUR TRANSPORT REQUIREMENTS

It's important we have your child's arrival and departure details as early as possible so please use this form to let us know whether you'll be bringing your child to camp or whether you'd like to take advantage of our escorted travel services. Please be aware that transport places are limited. For all of our escorted transport routes and timings please see our website.

Name of person transporting child. We have a duty of care to sign your child over to an adult on departure:

\_\_\_\_\_

Emergency mobile contact number for transport arrangements (*we may also text you if there are delays on transfer days*): \_\_\_\_\_

I'm going to take my child to camp and pick them up

For Sunday arrivals and departures please arrive at camp between 3-5pm and collect your child between 9-11am.

I'd like to use your escorted transport service. I understand children are never left unattended.

All routes and timings are subject to minimum numbers and change but we'll let you know a week before camp if this happens.

Your pick-up point (Going to Camp): \_\_\_\_\_

Your drop-off point (Coming home from Camp): \_\_\_\_\_

.....

## FLIGHT DETAILS (IF YOUR CHILD REQUIRES A TRANSFER FROM THE AIRPORT)

Please remember that all flight arrival and departure times must be between the times specified on our transport route pages, please check this if you are unsure. If your flight arrival/departure or check in time is outside of these hours you will need to make your own arrangements for your child to be escorted to the airport. Please contact us for details. **Please note we cannot check your child in for a later flight and leave them unattended at the airport.**

### To Camp (Sundays only)

Flight arrival date: \_\_\_\_\_

*Please ensure this is within our operating times as shown in our welcome guide.*

Flight arrival time: \_\_\_\_\_ Arrival airport: \_\_\_\_\_

Terminal: \_\_\_\_\_ Airline: \_\_\_\_\_

Flight number: \_\_\_\_\_ Flying from: \_\_\_\_\_

### From Camp (Sundays only)

Flight departure date: \_\_\_\_\_

*Please ensure this is within our operating times as shown in our welcome guide.*

Flight departure time: \_\_\_\_\_ Departure airport: \_\_\_\_\_

Terminal: \_\_\_\_\_ Airline: \_\_\_\_\_

Flight number: \_\_\_\_\_ Flying to: \_\_\_\_\_

If there are any delays or problems with a departure we will contact you on the number provided. Please ensure that we have your own holiday contact details should you be away at the same time as your child. Any flight delays or missed departures will be subject to additional charges.

.....

## NON-FLYING MEET AND GREET

If you have selected one of our airport non-flying meet and greets to hand over or collect your child, do please be aware that the timings for these may operate outside of our published timings for children arriving or departing on flights. We will notify you of the meeting time during the week leading up to your child's arrival or departure.

## PHOTOGRAPHY PERMISSION

### Photography and social media

We like to share our most exciting and inspiring moments via our social media channels. It is a fantastic way for parents to see what happens at camp and for our campers to look back on their experience. We take child protection very seriously and will only take photographs or videos if permission has been given by the parent and child.

Please carefully read our photography and social media policy below and indicate whether we have permission to take photographs of your child at camp for social media purposes.

### Photography and social media policy

#### 1. Consent and permission

We will only take photographs of children for social media purposes with prior consent from the parents. The social media representatives will check that prior parental consent has been provided via the pre-visit form before taking a photograph or video of a group of children and will ask all children at the time of the photograph. Regardless of whether parental permission has been given, we will not take photographs against the consent of the child.

A child, parent or guardian may request that images may be removed from our photo library at any time. The photograph will be removed from any online platform (e.g. website or social media) and will not be used in future printed materials.

#### 2. Photographers and devices

Only the designated social media and Veho (action camera) representatives within the centre are permitted to take photographs and videos of the children with prior parental consent. All photographs and videos will be taken and stored on the centre iPad and Veho cameras which are kept on-site at all times. Under no circumstances will Inspiring Learning team take photographs or videos using personal cameras or mobile devices. On occasions where an external photographer is visiting, we will contact the parent to obtain permissions separately.

#### 3. Appropriateness of images

The subject of our photographs and videos is always the activity and not the child, children will not be singled out for photographs and we will not photograph a child who appears to be in distress.

Photographs and videos will only be taken where children are appropriately dressed for their activity. If photographs are taken during swimming activities, children will only be photographed from the shoulders up.

#### 4. Identification of subjects

We will not disclose the identity of any children who are photographed. Full names of children will not be published alongside their photographs.

#### 5. Distribution

Photographs and videos taken by our representatives will be distributed via our official Twitter, Instagram, Facebook and any other social media accounts. They may then in turn be published on the Inspiring Learning websites.

I/we, (name(s)) \_\_\_\_\_ the parent(s)/guardian(s) of: \_\_\_\_\_

(child's full name) \_\_\_\_\_

Hereby give(s) Inspiring Learning permission to take photographs and video of my/our child named above to publish on Twitter, Instagram, Facebook and other social media in accordance with the above photography and social media policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*We strive to ensure that Kingswood Camps is a very special place, a truly inclusive environment where children of all ages and backgrounds have the opportunity to become part of a wider family and where trust is fostered and rewarded.*

## THESE DETAILS MUST BE COMPLETED AND RETURNED BEFORE YOUR CHILD CAN BE ACCEPTED AT CAMP!

Kingswood Camps is about safely having fun, making friends and trying new and positive experiences. Our Code of Behaviour helps ensure that your child has a safe, happy and memorable holiday with Kingswood Camps.

If you have any concerns or are aware of a history of a child being unable to comply with the points raised in our Code of Behaviour then we should be contacted immediately. We will carefully consider matters and advise on whether we feel the camp is an appropriate holiday choice with particular reference to such considerations as access, successful participation and health and safety.

For the safety and well-being of all guests at camp, we reserve the right to invoke Clause 6.5 of our Booking Conditions should any guest refuse to adhere to this Code of Behaviour. "We reserve the right to decline to accept or cancel any Booking or exclude any Child at any time prior to or during the Holiday if in Our reasonable opinion the behaviour of that Child is or may be disruptive, dangerous or incompatible with the general enjoyment of others and themselves."

**Children need to understand the standards of behaviour we expect. Please discuss this code of behaviour with them and please sign to show that they understand and agree to the rules.**

### Code of Behaviour

- Bullying is not allowed. This includes name-calling, fighting, telling lies about someone, not letting someone take part in a game or treating someone differently because of who they are.
- Do not use threatening behaviour, swear or use insulting language. Everyone should be friendly and polite to each other.
- Do not deliberately damage the property of Kingswood Camps or other guests. If you break something by accident tell a Camp Coach as soon as you can.
- Do not leave the camp without a Camp Coach, unless you have been given permission.
- Do not smoke, drink alcohol or take illegal drugs.
- Do not take things that don't belong to you.
- Do not have inappropriate relationships with other guests.
- Always tell a camp coach if you are upset about something, are worried about someone or need help with something.
- Do not use the internet to look at or post inappropriate or offensive content.
- Do not display sexualised behaviour.
- Please keep your room clean and tidy at all times.
- Do not eat or drink in the dormitory, except water.
- Do not enter a dormitory if it is not yours, even if you have been invited.
- Do not use spray deodorant or hairspray in your bedroom. Only use it in the shower room.
- Do not leave your dormitory after lights-out, unless you need to use the bathroom, you need help from a Camp Coach or the fire alarm sounds.
- Do not use your phone in the dormitory.
- Do not use your phone during activities.
- Do not take photographs/videos of other campers or team.
- Do not use your phone to look at, show others, or post inappropriate or offensive content.

We are unable to monitor your child's use of their phone at all times, and as such we are unable to police what content is being accessed or services used. Your decision on whether to allow your child to take a phone to Camp must be based on your trust in their ability to follow these rules.

**Breaking the rules may mean we have to contact your parents, guardian or carer. We may have to end your holiday and send you home.**

Parent/Guardian/Carer \_\_\_\_\_ Signature \_\_\_\_\_

Child's name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_