



Keeping It Simple:

A guide to staying safe and having fun at our Summer Events



Version 2. 24.7.20

Keeping our girls, volunteers, families, & friends & staff safe is our top priority. We have taken account of the latest Government advice on Coronavirus & the information issued by Girlguiding on 15.07.20 and we believe that with your support we can now safely open our campsites & toilets for **day visits**. Please read & note the site COVID -19 Risk Assessment, attached

We are working hard to create a safe fun space for you to enjoy. You must pre book please don't just turn up as we are limiting the number of people we welcome each day and for us to achieve that please contact us first. All activities must be pre booked. Please ask a member of staff for assistance.

You will need to be organised and slow everything down: Remember things won't happen as fast as they did pre Covid-19 lockdown. Please do not try to do too much at once, we know its tempting to pack in as much as you can in one visit but please be realistic as to what you can achieve to keep us all safe.

Please do not come if you or any of your family group are feeling unwell or have any of the CoVID-19 symptoms it is your responsibility to make the right choice for yourself and others around you. We will be happy to reschedule your visit when you are feeling better. We cannot guarantee you will not be exposed to COVID-19 during your visit. But we have done our best to protect you AND we rely on you & your group to protect yourselves & others too. You should:

- Wash/sanitise your hands often (bring pocket hand sanitizers with you if possible)
- Maintain social distancing – 2 metres apart
- Avoid crowded spaces
- Avoid touching your face
- Cover your mouth and nose when you cough or sneeze
- Avoid touching surfaces as far as possible

Note: The Chigwell Row site huts will **not** be open unless you have previously requested access and you should not access your hut unless you have checked with the site staff first. If you wish you can bring your own "gazebo" in case of inclement weather, but social distancing MUST be maintained at ALL times . This is to protect everyone.

Arrival/Departure

Please stick to your allocated arrival time, this is important as we may need to stagger times. Your group should arrive together at the same time.

A maximum of two group leaders should come to the site office to let us know you are here. Leaders should arrive 15 minutes before your allocated Group arrival time. Please do not attempt to go onto the site before you have checked in, this is to keep everyone safe. You will be advised of your group meeting space and any extra restrictions we have in place at the time of your visit.

Please discourage any mingling in the car park. People arriving early will be asked to wait in their cars until leaders are ready. Parents should then drop off and go allowing more space for others to arrive and check in with you. No parents will be allowed beyond the car park area. Please assist us in this

A member of staff will meet with your group and take you to your allocated toilet block where everyone will be expected to wash their hands.

The member of staff will then take you to your allocated group base so you can make yourselves at home.

On Departure please allow enough time for the following:

Clear up your base, all your rubbish should be placed in the central bin by the car park. Please don't put your whole picnic rubbish in the small yellow bins.

You should then go to your toilet block and wash your hands. Please check that your toilet block is left tidy and all paper is placed in the bins.

Return to your meeting area by the car park and wait for the parents.

Please pay by BACS if you can, if not then cheques or cash can be paid to the office.

Not Feeling Well while you are at Chigwell Row

Your group leader or deputy should contact a site staff member immediately. They will assist you in making your way to our quarantine area where the unwell member and one leader should wait for your emergency contact to arrive. Please ensure you wear your mask when in this area (there will be emergency masks in the quarantine area should you need them).

- **First aid** - A leader with First response can provide First Aid as a "qualified guiding volunteer"
- The pre-populated fields in the **The Girlguiding risk assessment for outdoor meetings** are only to serve as **guidance**. This particular point was suggested with the aim of minimising the risk of a leader needing to take a girl to hospital in her own car. Please assess your situation and make modifications according to your circumstance, in line with the requirements in this document:

<https://www.girlguiding.org.uk/making-guiding-happen/programme-and-activities/guidance-on-activities/transport/>

- If written permission has been given by parent /carer in advance to take a girl to hospital in an emergency situation. Masks should be worn by everyone in the car
- Day visits section: <https://www.girlguiding.org.uk/making-guiding-happen/policies/health-safety-and-welfare-policy/health-safety-and-welfare-procedures/>

Activities

Archery

Please walk to the archery area and arrive as near to your start time as you can.

Do not enter the archery area until your instructor invites you to. Your instructor will have hand washing facilities and everyone will be expected to wash their hands on entry to the area.

Your instructor may be wearing a visor this is to protect you. Please respect your distances with our staff.

Social Distanced seating will be laid out ready for your group. Please assist our instructor with getting your group settled quickly.

Your instructor will give you any instructions you need to take part in your session.

All the equipment you are using as a group will be cleaned and disinfected prior to use and after your group have used it. Arm bracers will be isolated after use.

Your group must stay together at all times and not leave the session until the end. In the event that a toilet visit is required, please ask your instructor before you leave and wait to be re admitted to the group on return.

Climbing

Please walk to the climbing wall and arrive as near to your start time as you can.

Do not enter the climbing area until your instructor invites you to. Your instructor will have hand washing facilities and everyone will be expected to wash their hands on entry to the area.

Your instructor may be wearing a visor this is to protect you. Please respect your distances with our staff.

Social Distanced seating will be laid out ready for your group.

Your instructor will give you any instructions you need to take part in your session.

All the equipment you are using as a group will be cleaned and disinfected prior to use and after your group have used it. Harnesses will be isolated at the end of the working day.

Your group must stay together at all times and not leave the session until the end. In the event that a toilet visit is required, please ask your instructor before you leave and wait to be re admitted to the group on return.

Body Zorbing

Please walk to the body zorbing area and arrive as near to your start time as you can. We will advise you where to meet for your activity on arrival when you check in.

Do not enter the area until your instructor invites you to. Your instructor will have hand washing facilities and everyone will be expected to wash their hands on entry to the area.

Your instructor is wearing the visor to protect you. Please respect your distances with our staff.

Social Distanced seating will be laid out ready for your group.

Your instructor will give you any instructions you need to take part in your session.

All the equipment you are using as a group will be cleaned and disinfected prior to use and after your group have used it.

Your group must stay together at all times and not leave the session until the end. In the event that a toilet visit is required, please ask your instructor before you leave and wait to be re admitted to the group on return.

Bushcraft

Please walk to the Bushcraft area and arrive as near to your start time as you can. We will advise you where to meet for this activity on arrival when you check in.

Do not enter the area until your instructor invites you to. Your instructor will have hand washing facilities and everyone will be expected to wash their hands on entry to the area.

Your instructor may be wearing a visor this is to protect you. Please respect your distances with our staff.

Social Distanced seating will be laid out ready for your group. Your instructor will advise you where to sit.

Your instructor will give you any instructions you need to take part in your session.

All the equipment you are using as a group will be cleaned and disinfected prior to use and after your group have used it.

Your group must stay together at all times and not leave the session until the end. In the event that a toilet visit is required, please ask your instructor before you leave and wait to be re admitted to the group on return.

Site Shop

Please book a shop slot with a member of staff, you can book this during your visit or prior to arrival. The shop stock will be displayed by the front doors and you will not be entering the shop as on your previous visits, so you will not need face coverings to visit as you will remain outside. Please follow guidance from the staff on duty who will be pleased to help you. There are badges, souvenirs, sweets and Ice creams available.

We may ask group leaders to manage a social distanced queuing system on our behalf.