



Scouts
Surrey



BENTLEY COPSE ACTIVITY CENTRE EVENT PASSPORT BOOKINGS



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Event Passport Bookings



Does Bentley Copse accept event passport bookings?

Yes certainly, we accept all scout bookings that fall within Policy Organisation and Rules (POR).



How to make a booking

Our standard booking form should be used to book at event passport: Register the group as "Camping : Youth Only".

It is useful to provide the details of the leader issuing the passport.

<https://www.bentleycopse.org.uk/booking/booking-form/>



Do Bentley Copse need to see the Event Passport?

No, we do not need to see the completed Event Passport. It is the duty of the nights away permit holder to manage those on the passport event.

Bentley Copse staff may be available to assist with emergencies but the primary provision of safety, wellbeing and first aid should be delivered by the group or their leaders.

We suggest that each young person on the event have a copy of the information held on their event passport.



Do you provide 24/7 staffing cover?

This cannot be guaranteed. We will usually have staff working 9am to 5am on each day. Our duty mobile number 07563 044 832 can be used to contact the duty manager for out of hours emergencies.

After calling 999 if deemed appropriate!



Uniform, rules and code of conduct

The expectations from a passport group are no different to any other scouting group.

Our rules such as all-quiet times are available in our site information document: <https://www.bentleycopse.org.uk/booking/downloads/>

We have no requirement for those in scouting to wear their uniform scarf while on site though those on a passport event or their leaders may decide their own policy.

Activities



Can activities be booked?

Yes. While our documentation will state that an adult leader must attend every activity session this does not reflect the additional responsibility and trust granted to those operating their camp under a passport.



Self Led Activities

The group may book self-led activities without the presence of an adult. The operating procedures and risk assessments must be followed.

We recommend that not all young people participate simultaneously and that an appropriate number are available to assist with any emergencies or issues.



Instructed Activities

The group may book activity sessions that are run by Bentley Copse instructors though we request that an adult attend with them for these sessions.

If it will not be possible to have an adult attend with the group, then you must speak to the team at Bentley Copse at the time of booking to ask if an exception can be made. This will very much depend on different factors:

- *The size and type of group*
- *The activity requested*
- *The instructor available*



First Aid Cover

The group is responsible for their own first aid cover. While our instructors are trained and have access to first aid kits it remains the responsibility of each scouting group to provide their own cover – groups operating under a passport are no different.

We would recommend that those operating under an event passport supply their own first aid cover equivalent to the level of First Response.