

# Holiday Camps

## Parent Information and Consent

Camp:.....

Child's Name:..... Age.....

This form must be completed for every child whether booked in online or on site. Please indicate which applies to you:

I have already booked and paid online

I wish to book and pay on site



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# 1. Camp Details

Please indicate which days your child will attend. Please complete this whether you have already booked online or wish to book on site.

Venue:	Week commencing				
	Early drop off 8am to 9am <i>(give exact time of arrival if possible)</i> £1.50	Full Day 9am to 5pm £27	Morning session only 9am to 12:30pm £15	Afternoon session only 1:30pm to 5pm £15	Late pick up 5pm to 6pm <i>(give exact time of collection if possible)</i> £1.50
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

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## 2. Child's Details

Name.....

Age at time of camp..... Date of birth.....

School Attended.....

Address of Child.....

### Medical, Disability and Dietary Information

Please state medical conditions and recommended treatment/actions to be taken if symptoms appear.

.....  
.....

Please state any restrictions you wish to place on emergency medical treatment

.....  
.....

Doctor's name or practice and telephone number

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If your child has a disability, please give details of how this may affect them and what additional support they may require (see item 6.6)

.....  
.....

Please give detail of any dietary requirements and foods to avoid

.....  
.....

### Medication form

If children will have any self-administered medication with them at camp then please ask for a Medication form to complete and submit. (see item 6.7)

### Swimming Ability

For activities in the swimming pool please indicate your child's level of competence

My child is NOT water confident

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My child IS water confident but CANNOT swim 25m un-aided

My child CAN swim 25m un-aided

### 3. Parent/Guardian's details

Name of Parent/Guardian.....

Address .....

Home phone number .....

Mobile phone number.....

Email address (please write clearly).....

### 4. Emergency Contacts

Please give the names of two people (which may include yourself) who will be available to be contacted during the times of the camp

Contact 1: Name.....Phone number.....

Relationship to child.....

Contact 2: Name.....Phone number.....

Relationship to child.....

### 5. Permissions

#### Getting home

Please indicate how your child will be getting home from the camp. Please note: all children aged 8 or under must be collected by an adult

My child may make their own way home

My child will be collected by me or another adult of whom I will inform the session leader

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## Trips off site

Please indicate whether you give your permission for your child to be taken on trips (walking or on arranged transport) out-with the site of the camp. Children will be fully supervised at all times and Leaders will remain in contact with the site throughout.

Yes, I give my permission

No, I do not give my permission

## Photography

Photography and filming may take place during the sessions for promotion and publicity purposes. This may be posted on social media sites administered by Aberdeenshire Council as well as in the traditional press.

Yes, I give my permission

No, I do not give my permission

# 6. Terms and Conditions

## What we offer

Aberdeenshire Council Holiday Camps are action packed weeks for children aged 5 -14 years old at some of Aberdeenshire's specially selected venues. The camps will be led by trained, energetic leaders along with some specialist instructors. The activities will mostly be sports based, but there will also be an input from arts, culture and libraries. Full days or half days may be booked plus early drop off or late pick up.

Due to the nature of camps children must be 5 years of age and have attended a school setting

## Bookings

Bookings are on a first come first served basis and are subject to availability. To secure bookings full payment must be received online or on site. Booking forms are available at each participating site and online at <https://www.aberdeenshire.gov.uk/local/holiday-programmes/>

Online booking will close one week before the start of each weekly camp but booking may still be made at the site if places are available.

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## Payments

Payment can be made online or on site by cash, cheque, credit or debit card. A receipt will be issued and the child's name entered on the system. Depending on availability, bookings may be made up until the day of the camp.

We do not accept childcare vouchers as this is an activity based camp and is not deemed as a childcare service by the Childcare Inspectorate.

## Changes to bookings

Where possible, Aberdeenshire Council Holiday Camps will accommodate changes to bookings. Please note that in some cases this may not be possible due to the number of coaches/leaders or number of children already booked in. Changes can only be made over the phone or in person at the centre where you are booked (not online). You will receive a written confirmation of the changes by email.

## Cancellations

You can cancel a booking up to 5 days before the first date of your booking and we will refund all monies paid. If cancellation is less than 5 days before the first date of the booking unfortunately we are unable to refund any monies unless the place can be re-filled.

If a child cannot attend due to illness/injury another day may be offered. If in exceptional circumstances such as broken bones or serious illness then a full refund may be available.

Due to unforeseen circumstances, we may have to cancel some dates but we will try to give as much notice as possible and offer alternative options, if available, or refund all monies paid for the dates cancelled.

Refunds can only be made direct into your bank account by BACS transfer and this may take several days to process.

## Special Requirements

We try to ensure that every child on our Camps have access to the same opportunities, although some children may have specific medical, physical or behavioural requirements that need to be taken into account prior to participating in activities. The needs of each child vary so decisions on how best to include children into our programme are made on a case-by-case basis. We request that parents of children with specific needs contact the Duty Officer at participating sites to discuss how we can best accommodate their child and consider whether any special arrangements need to be made.

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Please note we cannot provide for children requiring personal care, including toileting or feeding. We cannot administer medication except in an emergency and if trained to do so.

It is the purchaser's responsibility to inform the site at the time of booking of any pre-existing medical, physical or behavioural conditions or medication requirements so that we can make provision for the child's specific needs on Camp. If this information is not provided we reserve the right to exclude the child from some or all activities.

## Illness and First Aid

If a child is deemed too ill by the Duty Officer upon arrival or during Camp, we reserve the right to refuse participation on Camp until the child has been symptom free for at least 24 hours. If a child requires medication our staff can only assist in administration of medication if it is specifically prescribed for that child, by a health professional. Details of medicines must be logged with the leader each morning of camp.

Appropriate First Aid will be administered to children in the event of an accident while under Aberdeenshire Council Holiday Camp care. If the accident is more serious, we may need to call the emergency services and will immediately inform parents. We have comprehensive procedures for major accidents that all staff are trained in.

## Changes to Camp

Information given on the website and in printed materials are correct at the time of publishing and printing. We may need to change dates, location or activity options due to unforeseen circumstances (or adverse weather), but we will inform you as soon as possible.

## Exclusion

We reserve the right to exclude any child for any reason, including but not limited to, inappropriate parent or child behaviour, illness, bullying and repeated late collection. For international children attending Camps, we require a reasonable level of spoken English to ensure children can understand safety and activity instructions - we reserve the right to exclude a child if their English comprehension is such that it may affect the safety of the child or other children on Camp. Refunds will not be offered for remaining days when a child is excluded. No refund will be made for days missed and no compensation will be made for any other costs or losses incurred as a result.

## Policies and Procedures

For our full list of policies and procedures please contact each site individually.



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## 7. Important Information requiring your consent and signature

### About the activity

I confirm that I am the parent/guardian with rights and responsibilities for the above named child.

I confirm that I understand the nature of the activity and consider my child fit to take part.

### Health and Safety and Insurance

The activity has been risk assessed and every effort will be made to minimise risk. Nonetheless a totally risk free environment is unrealistic and I acknowledge that a degree of residual risk remains.

I understand that Aberdeenshire Council do not provide cover for personal accident, illness, loss or damage incurred by participants. Further the Council's Third Party Liability policy will not necessarily indemnify participants in the in the event of a Third Party being injured solely due to the negligence of the participants. The Council's Third party liability policy will, however, meet claims from Third Parties arising from the negligence of the council or its employees. Participants wishing to obtain cover for personal accident and Third Party liability are advised to contact an insurance company or broker.

### Child Protection

Aberdeenshire Council is committed to ensuring the safety and wellbeing of all children taking part in our sessions. Given ongoing public concern on the subject of child abuse, and changes in the law, we are now required to report if we think any child has come to harm as a consequence of possible abuse. Where there is the possibility that a child could be at risk of abuse or neglect, Council employees are required to refer the child to Social Work, the Police or the Reporter, and under these circumstances, the parent would not normally be contacted first.

### Medical intervention

I consent to the submission of the above-named participant to emergency medical or surgical treatment including the administration where necessary, of a local, general, or other anaesthetic.

I understand that in terms of the Act of Legal Capacity (Scotland) Act 1991 my child may also consent to their own medical treatment if the doctor attending is of the opinion that they understand the nature and consequences of such treatment.

### Code of Conduct

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I understand that my child must abide by the code of conduct for participants and I will support the session leader in helping my child to adhere to it. The code of conduct will be explained to the children at the first session and will be available to parents.

## Data Protection (updated 22 May 2018)

### Privacy Notice – Sport and Physical Activity

Some personal data is collected and stored by Aberdeenshire Council when you undertake activities run by the Sport & Physical Activity section of Aberdeenshire Council. The reasons for holding this information are detailed below. Most information is held by Aberdeenshire Council, who are both the Data Controller and Data Processor.

Information gathered through the Macmillan Move more project is held on a database hosted by Substance, based in the UK, and therefore the Data Controller of the information being collected is Substance. Data will be processed by Aberdeenshire Council SP&A staff and therefore, Aberdeenshire Council is the Data Processor.

The Data Protection Officer for Aberdeenshire Council can be contacted at Town House, 34 Low Street, Banff, AB45 1AM. [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

#### Your information is being collected to use for the following purposes:

- Full name, date of birth, address and contact details (email, mobile or landline phone no) are collected from members and customers who partake in all sporting activities which include for example: use the gym, swimming lessons, holiday programmes etc; those who are eligible for discounted access or have season passes; regarding membership arrangements or any issues relating to their bookings or classes and facilitate on-line bookings.
- The age is collected from the customer to ensure the correct age related charge is being applied, or age restricted products are not sold.
- Gender and age information is collected for equity and performance
- Medical details are collected, on a self declaration basis where customers have conditions we may need to be aware of when under our direct supervision.
- Bank details are collected from members to facilitate the payment of Direct Debit agreements and / or on-line payments to allow Aberdeenshire Council to collect payments from you, if and when they become due.
- If an NEC card is required we will collect Passport number, Driving License number or other such reference number as formal proof of identity.

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The Legal Basis for collecting the information is:

- Performance of a Contract: Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, and social security and social protection law
- Legitimate Interests: Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity. Processing is necessary for reasons of substantial public interest. Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems. Processing is necessary for reasons of public interest in the area of public health. Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

- Failure to provide the minimum information described above would result in you not receiving the service you require.

Your information will be shared with the following recipients or categories of recipient:

- Scottish Government for the National Entitlement Card where appropriate.
- Your information will be passed to Aberdeenshire Council finance department in relation to raising direct debits and levying hire charges.
- Where customers have entered in to specific agreements information may be shared with NHS Grampian or Macmillan Move More.

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

- The United Kingdom, Ireland and the Netherlands – safeguarded by the GDPR regulations.
- The United States of America (Formstack) – safeguarded by the Privacy Shield Programme.

The retention period for the data is:

- Data will be retained in line with Aberdeenshire Council data retention periods – 1 year

The following automated decision-making, including profiling, will be undertaken: not applicable

Please note that you have the following rights:

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- to withdraw consent at any time, where the Legal Basis specified above is Consent;
  - to lodge a complaint with the Information Commissioner's Office;
  - to request access to your personal data;
  - to data portability, where the legal basis specified above is:
    - Consent; or
    - Performance of a Contract;
  - to request rectification or erasure of your personal data, as so far as the legislation permits.

## 8. Signature

I confirm that I have read, understood and give my consent, as specified, to all the above items 1 to 7. I will confirm any later changes to the Camp Leader.

Signature of Parent/Guardian..... Date.....

### Logistics information specific to each camp

Nearer to the time of the camp, each site will produce a document which is a detailed list of the particular activities for the camp, including information on what the children need to bring, wear etc. If you did not receive it with this document please contact the site to ask for it.