

THE OUTDOORS PEOPLE



CAMPING INFORMATION PACK

2024

The Outdoors People are excited to welcome you to your camping experience!

We work hard to give children and staff the most memorable camp possible. Every one of our camps is full of exciting moments, loud laughter and high-quality learning outcomes.

Containing lots of information about eating bugs, putting up tents, and what to pack for a night under canvas, this pack should give you all the knowledge you need so that your school can have the very best camping experience!



Contents

Before Your Camp	2
Consent Forms	2
Information for Parents and Guardians	2
Risk Assessments	2
Site Security	2
Safeguarding	3
Camp Creation	3
The Great British Summer	3
Sun Safety	3
Tent Groups	4
Activity Groups	4
Changes in Camp Size	4
Catering	4
Bedding	4
Camp Flag	5
Lesson Ideas and Educational Resources	5
Arrival	5
Our Arrival	5
Accessing Your Site	5
Medical Information	5
Allergies and Dietary Requirements	5
Religious Diets and Insects	6
During Your Camp	6
Making Camp	6
What We Provide	6
What You Provide	6
The Role Of School Staff	6
Bed Time	7
Staff Accommodation	7
Luggage and Changing Facilities	7
Pee In The Wee Hours	7
Evacuation	7
Campfire Snacks	8
Mobile Phones	8
Incidents and First Aid	8
Homesickness	8
After Your Camp	9
The Paperwork	10

Before Your Camp

As well as the contents of this booklet, lots of useful information and downloads can be found on our website.

www.theoutdoorspeople.com/information

Consent Forms

You'll need to make sure you have consent forms, medical, and dietary information for all the children taking part in the camp.

Most of our schools use their standard "consent for school trips and other off-site activities" form that parents and guardians may have already completed. You can find our consent form on our website if you prefer.

www.theoutdoorspeople.com/information

For data protection reasons, you don't need to send the consent forms to us. We'll make sure we have any key information when we arrive.

You will need to keep a record of the completed forms for four years.

Information for Parents and Guardians

It's very important that parents and guardians receive information about what the camp involves.

On our website, you can find an Information for Parents and Guardians page that also includes an easy to use interactive kit list. You'll also find a copy of the Parents and Guardians Information and kit list in a printable format at the back of this information pack or on our website.

www.theoutdoorspeople.com/parentsguardians

We can run free digital parents evenings for you over the winter months or – depending on how far you are from our head office – we may be able to arrange for a member of our Management Team to visit in person.

If you are running your own parents evening before your camp, you can find an editable PowerPoint presentation on our Information and Downloads page.

www.theoutdoorspeople.com/information

When talking to parents and guardians about the camp, it can be very beneficial to emphasise the wide range of activities that take place. Many of our schools use student testimonials from previous years to encourage participation.

Risk Assessments

You can find all of our risk assessments on our our Information and Downloads page, along with guidance to help you prepare your own site-specific risk assessment.

www.theoutdoorspeople.com/information

www.theoutdoorspeople.com/guidance

Site Security

One of the most important aspects of your camp is the safety of the young people. During the day, your schools existing procedures for site visitors should provide all the assurances you need, but you

will definitely need to complete a full risk assessment for your overnight stay. The Outdoors People can provide an experienced and first aid trained night watch person who remains awake all night to supervise the camp if you have any concerns about security. Please contact us for more information.

Before your camp, we recommend that you contact the local police and fire service to inform them about the event. You may also want to warn your neighbours about the noise!

Safeguarding

Our Safeguarding policy can be found on our website.

www.theoutdoorspeople.com/safeguarding

When we send you your programme, we'll also send you copies of the safeguarding paperwork for all the staff scheduled to be working on your camp. We'll also bring paper copies with us, in case our staffing changes for any reason. Please make sure the digital copies get sent on to the right member of your team to save time when we arrive!

Camp Creation

We will invite you to complete a Camp Creation Form to let us know what activities and timings you would like. Some schools like to involve the children in designing their camp. If you want a chat about any aspect of your programme, then please get in touch. You should receive your finalised programme a few weeks before your camp.

The Great British Summer

Our camps are all-weather events... mostly! Children will need to have warm clothes and wet weather gear, but also suncream, a hat, and a water bottle for when it's hot.

We encourage schools to get permission from parents or guardians to provide suncream for children who have forgotten theirs. Our risk assessment and insurance allows us to issue hypoallergenic suncream to children unless you, or parents or guardians, ask us not to.

The time of year means that we do expect very hot weather for many of our camps. Please contact us if you expect to be closing the school, but otherwise your camp should go ahead. We'll make sure we're providing shade and water for all and can make adjustments to your programme if needed. If the Met Office have issued severe weather warnings, we'll contact you to let you know about other steps we can all take to ensure a safe, fun, and successful camp.

Wherever possible, we will keep going regardless of poor weather and we have shelters for all of our static activities but every-now-and-then the great British summer gets the better of us! Please try to make sure that there are indoor spaces available that we can make use of if necessary.

Though this happens very rarely, please make sure the school hall or classrooms are available for sleeping in overnight and have been risk assessed for this in case we need to evacuate the camp.

Sun Safety

We are promoting the Sun Safe Schools campaign.

Sun safety is now part of the National Curriculum and something that we at The Outdoors People are very keen on! With the children outside all day on our camps, it's important that to make sure that they can reapply their sunscreen regularly, have access to sun hats and sun glasses, and have plenty of water or juice. We strongly encourage schools to have a policy that allows school staff to provide sunscreen



for children who have forgotten theirs.

If you want help creating a Sun Safety Policy, you can visit the Sun Safe Schools website.

www.sunsafeschools.co.uk

Tent Groups

At the end of this pack, you'll find a sheet that will help you organise the children into tent groups for your overnight stay. Our five metre canvas bell tents are very large and can sleep eight to twelve children. We generally ask that there isn't less than eight children per tent as small tent groups are hard to supervise and require our team to manage a lot more equipment over a larger area – of course, the number of children you have may not completely allow this!

We usually travel with eight children's bell tents, two teachers bell tents, and two "quick-pitch" smaller tents. We are happy to bring more tents if you let us know beforehand.

Activity Groups

Most of our daytime activities take place with smaller groups of around 15 to 18 students and one of our trained and experienced instructors. Most schools like to plan which children will be in their activity groups in advance. If you have several children with dietary allergies, it can be useful to have them in the same group where possible.

Changes in Camp Size

We always expect some changes to the final numbers of children who join us, particularly when schools have booked in advance!

For small changes, you don't need to worry about letting us know. Your Camp Director will confirm final numbers at the end of the camp so that we can make sure we haven't overcharged you. We will also charge you a reduced rate for any children who choose not to stay overnight.

For larger changes in camp size – particularly of 20% or more – please let us know as far in advance as you can. If your numbers have gone up, this allows us to increase how many instructors join us for your camp so that we can remain within safe ratios. If your numbers have gone down, advance notice can help make sure that we don't need to charge you for children who didn't join us. You can find more detailed information in our terms and conditions.

Catering

We can run our Camp Food activity or may be able to bring a high-quality professional caterer for your evening meal. However, most schools choose to be in charge of food for the camp, including for your teachers and for our staff team, as this is usually a much lower cost option.

For breakfast, our schools usually do a "production line" of cereal and toast. The children can have either have their "usual" lunch, or all of your students can take part in school lunches on that day.

If we are providing any food for you, it's very important that we receive your final food order at least sixty days before your camp.

Bedding

We can provide good quality sleeping bags for your staff and students at cost price – usually £10 to £20. As with food orders, it's very important that we receive your sleeping bag order at least sixty days before your camp.

Camp Flag

You will receive your blank flag in the post about one month before your camp, this is for you to decorate ready to raise high above the camp during our opening ceremony. When choosing paints, please remember that your flag may get rained on – permanent markers can be a good choice!

Lesson Ideas and Educational Resources

We have a range of resources and lesson ideas that some schools like to use to tie their camp into their classroom time. Visit www.theoutdoorspeople.com/resources for more information.

Arrival

Our Arrival

We will generally arrive about an hour before your camp is due to start and will confirm this with you when we send you your camp programme. We'll want to have time to chat with you about the plan and then get all of our equipment set up. There'll need to be someone available to let us onto the field!

Accessing Your Site

Please let us know if we will not be able to access your field in our vehicle as this can add greatly to our setup time and we may need to alter your programme.

We do need sole use of the field for the duration of the time that we are with you in order to be able to safely run our activities.

Medical Information

Whether you've used your standard "consent for school trips and other off-site activities" form or a different consent form, you will undoubtedly have a full register of campers, contact information, medical issues, and behavioural notes. We do not need full copies of these, but your Camp Director will want to know about anything that should affect how we run our activities.

Allergies and Dietary Requirements

It can be very helpful to put children with dietary allergies in the same activity group.

When we arrive, we'll need to know if any of your students have any allergies or dietary requirements, particularly to the following:

Bug Buns and Blazes!

- Shellfish (insects)
- Chocolate (milk free)
- Wheat flour/gluten (alternative available)
- Milk Powder (alternative available)
- Eggs (alternative available)

Campfire

- We travel with vegan/halal marshmallows as standard

Water Purification

- Milk Chocolate Drink (alternative available)

We make every effort to avoid products that are labelled "may contain nuts."

We travel with gluten and dairy free pancake mix as standard and have separate cooking utensils for preparing these. Please let us know if you have large numbers of children with allergies so we can pack extra ingredients!

Because our cooking equipment and ingredients all travel together and cooking and cleaning is taking place in an outdoors environment, it is impossible to ensure zero risk of cross-contamination. Please contact us in advance if a young person has a serious allergy to any of the above ingredients so that

we can work with you to find a solution for them.

Religious Diets and Insects

Naturally, The Outdoors People cannot speak for all possible variations of a particular religious diet. If in doubt, parents or guardians may want to speak to their community's religious leaders before a camp. The Outdoors People bring mealworms, crickets, and locusts. In general:

Crickets and locusts are generally considered **Halal**.

Most insects are not considered **Kosher**. Specific types of locusts may be considered **Kosher** but there is not a good consensus on which ones. This may come down to personal choice.

During Your Camp

Making Camp

One of our first activities is putting up our giant bell-tents. Having lots of active support from your team during this improves the quality of the educational outcomes for the children and sets a high standard of behaviour and inclusion for the rest of the camp.

What We Provide

- Enough of our stunning canvas bell tents for the whole camp.
- Wood for the campfire.
- All the activities and equipment.
- Highly trained instructors at a ratio of approximately 1:15.
- Sleeping mats for the children.
- Airbeds for your team.
- Marshmallows - we will bring vegan/halal marshmallows as well as regular ones.
- Hot drinks for staff during the campfire.
- We may be able to bring a professional external caterer for your evening meal or can deliver our Camp Food activity.

What You Provide

- Excited children that are ready to learn and have fun!
- Happy teachers that are ready to support their students (bug-eating optional!).
- Most schools choose to be in charge of food for the camp, and for our staff team. We may be able to bring a professional external caterer for your evening meal or can deliver our Camp Food activity.
- Children bring their own sleeping bags. We can purchase sleeping bags for you at a reduced price which you can keep or we will donate to charity.
- Sole use of the school field.
- Perfect weather!
- 24hr access to toilets & wash facilities. Separate adult facilities are highly recommended.
- A safeguarding risk assessment/policy for your site (we don't need to see this).

The Role Of School Staff

Whilst The Outdoors People have a Duty of Care to our campers and your staff, the school staff are in Loco Parentis at all times and are responsible for all pastoral and behavioural issues.

Your camp programme shows break and mealtimes. During these times, we will pass the students back over to you so that we can get everything ready for the next round of exciting activities.

We ask that there are always some teachers nearby to lend us a hand while we are running our activities, and certain students may require more support than others. We do encourage your staff team to take some breaks though – it's a long 24 hours! Extra adult support at the beginning and end of the camp – particularly when we're putting up and taking down the tents – makes a huge difference to how smoothly things go and sets a high standard of behaviour and inclusion for the rest of the experience.

Bed Time

Choosing when the kids should go to bed is up to each school and they will almost certainly stay awake late, that's part of the adventure after all!

Unless you've asked us to provide Night Watch, all our trained staff team will head to their tents at around 9 pm so that they are ready to deliver activities the next day. Your Camp Director is on-call all night if there is a problem with the camp.

You'll want to make sure you have enough adults present to supervise the campers during the night while still getting some sleep. Your local education authority will have guidance for staff ratios during an off-site residential. You can then adjust these up-or-down based on your site and students. Many schools use "shifts" so that everyone gets a break and some adults may even spend part of the night at home. The Outdoors People can provide an experienced and first aid trained night watch person who remains awake all night if you want extra support or have concerns about site security.

Staff Accommodation

Our team will put-up the teacher's tents at the same time as the children are making camp and will kit these tents out with air-beds for comfort, foam sleeping mats for warmth, a camping lantern, and a charging point for your phones, tablets, or cameras. The teachers tents are clearly marked overnight so that the children can find you if they need. We travel with two large teacher's tents but are very happy to bring more tents if you let us know beforehand. We also have smaller "pop-up" tents which can be made available for staff or children if you would like.

Luggage and Changing Facilities

While you're very welcome to have your students bring all of their belongings out to their tents, we do recommend keeping most items in the school:

- Easier safeguarding as students can get changed inside the school building with proper doors
- Less lost property
- Less time lost to moving belongings back and forth (particularly in the morning)
- MUCH less time spent tidying tents!
- Less chance of important spare clothes, bedding, or teddies getting wet or muddy

Pee In The Wee Hours

Torches are on the kit list and the teachers' tent will be well marked so our crossed-legged campers will know where to go to find you! If we are providing Night Watch, then they are available to shepherd campers to and from the school buildings if you wish.

If there are any "accidents" during the night, please let us know so that we can properly clean the tent and roll mat!

Evacuation

Before we go to bed, we talk through the camp evacuation procedure with the children. Most of the time, we will duplicate the system already used by your school as this helps avoid confusion.

Very occasionally, we need to take the children into the school overnight due to severe weather. Just in case, please make sure there is a suitable indoors space available and that it has been risk assessed and is insured for this use. You can find our risk assessment guidance on our website.

www.theoutdoorspeople.com/guidance

Should the school building not be suitable, having the children return home is often a workable alternative – particularly as these kinds of severe conditions are very rare.

Campfire Snacks

If you've asked us to provide hot chocolate, we'll try and have it ready as the children arrive at the campfire so that we get maximum time for songs and stories. We encourage you to aim for the same if you're arranging your own drinks or snacks.

It's up to you if the children are allowed to bring snacks or sweets.

We suggest that you ask parents or guardians to only give the children a small amount of food for their campfire snack. We're sure you'll want to join us in making sure they don't fill up on sugar just before bed!

We can't allow food in the tents unless it's for medical reasons. We strongly recommend that all food is handed in to the teachers before we arrive, ready to be given out during your designated snack times.

Mobile Phones

We very much respect that some schools have strict policies on the use of mobile phones but will have to ask that an exception is made for our team. As part of our risk assessment, all of our team must carry their mobile phones at all times in case of emergency. Your Camp Director will also be using their phone regularly to keep up-to-date on the weather forecasts, access our digital paperwork, and keep in contact with head office if required.

Incidents and First Aid

Though we have an excellent safety record, a field full of excited children does generate the occasional first aid incident! All of our management team are fully first aid trained and current but we will generally leave first aid incidents to be handled following your procedures unless you ask for our help.

If the incident involved our equipment or activities, we'll need to complete an accident form and take a scan of any relevant consent forms – addresses and other contact information can of course be redacted. We can send you a digital copy of our form for your records if you would like.

Homesickness

For many children, this may be their first night away from home and homesickness is not uncommon. We recommend having more than one contact number for parents or guardians but find that getting in touch with them is generally best saved as a last resort. You will want to ask parents or guardians not to hover around the edges of your school field as this can upset the children and also presents a safeguarding issue with potentially unknown adults watching our camps. We will charge you a reduced rate for any children who choose not to stay overnight.

After Your Camp

Feedback

We think our camps are great but are always looking for ways to improve. As well as touching base during your camp, your Camp Director will check in with you before leaving to make sure you had a good time!

After your camp, we'll send you a digital form to let us know what you thought. We really value your input and we make our feedback public on our blog at the end of each year.

Referral Rewards Scheme

We think the best way to hear about our camps is from friends and colleagues. If you know another school or organisation that might be interested in booking with us, we'd love you to have a chat with them. If they go on to book a camping experience with The Outdoors People then we'll give you one of our premium sessions completely free on your next camp with us!

www.theoutdoorspeople.com/referrals

Learning Outcomes

Many of our schools camp with us every year. To increase excitement for your next camp, your students could create a wall display or deliver a presentation to the younger years.

We tie our camps to the national curriculum and there are a great many learning outcomes that can be reviewed during classroom time after your camp. For detailed curriculum links, lesson suggestions and downloadable resources, you can visit our Educational Resources page.

www.theoutdoorspeople.com/resources

Rebooking

We are very proud of our exceptionally high rebooking rate but it does mean that our available dates tend to fill up quite quickly. We recommend rebooking early to avoid disappointment and are happy to take provisional bookings up to two years in advance.

The Outdoors People



The Outdoors People are very excited to be coming to your child's school later this year! This information sheet will answer a lot of the questions you might have about our camps and your school staff should be able to give you any other information you might need.

Who are The Outdoors People?



The Outdoors People provide outstanding camping experiences for school children across the UK. We have many years of experience creating and delivering our camps, an outstanding safety record, and are passionate about delivering the very best camps we can.

What will the children be doing?

Lots of stuff! At every overnight camp, the children will work together to put up their tents, play energetic games with our giant kin-ball, toast marshmallows, sing songs around the campfire, and have an amazing night under the stars with their friends.

During the day, we have a huge range of exciting educational activities and challenges for schools to choose from. Children might learn to make fires, take part in the bush-tucker challenge, cook over an open fire, learn basic first aid, purify muddy water into tasty hot chocolate, and much more.

We are very proud of our safety record but accidents can happen in any environment. The children will be taking part in energetic activities, learning new hands-on skills, and having free time with their friends. This all means that we do need to open the first aid kit from time to time. All of

our Camp Directors are first aid trained and your child's school will also make use of their existing policies and first aid trained staff if required. Full information about all of our exciting activities can be found on our website.

Kit List

Old clothes are best, with some spares just in case! Please remember that there's a good chance of stuff getting wet, muddy or stepped on! It's definitely worth making sure that everything has their name in it to reduce lost-property at the end of the camp.

Please remember to pack sunscreen. With permission from your school, we will provide the children with sunscreen if needed.

An interactive version of this kit list is available on our website.

Required

- | | |
|---|---|
| <input type="checkbox"/> Sunscreen - for all skin tones | <input type="checkbox"/> T-shirts |
| <input type="checkbox"/> A sun hat | <input type="checkbox"/> Warm jumpers or fleeces |
| <input type="checkbox"/> Waterproof jacket | <input type="checkbox"/> Trousers - preferably not jeans |
| <input type="checkbox"/> Sleeping bag (3 season if possible) | <input type="checkbox"/> Shorts |
| <input type="checkbox"/> Pyjamas or onesie | <input type="checkbox"/> Trainers |
| <input type="checkbox"/> Medication | <input type="checkbox"/> Wellies |
| <input type="checkbox"/> Wash kit – soap, toothbrush, toothpaste etc. | <input type="checkbox"/> A couple of bin liners for all those smelly socks! |
| <input type="checkbox"/> Towel and hairbrush | |
| <input type="checkbox"/> Torch and batteries | Optional |
| <input type="checkbox"/> Warm socks | <input type="checkbox"/> Blanket |
| <input type="checkbox"/> Warm hat | <input type="checkbox"/> Pillow |
| | <input type="checkbox"/> Teddy |
| | <input type="checkbox"/> Drinking bottle |



Tent List

You can use this list to help you plan which students will be sharing a tent.

- **Years 1 - 3:** 10 to 12 children per tent
- **Years 4 - 6:** 8 to 10 children per tent
- **Adults:** 4 to 6 per tent

Our 5 metre canvas bell tents are very large and we travel with eight children's tents of this size. We are very happy to bring more tents than this but you'll need to let us know beforehand.

We also bring two canvas bell tents for any adults that are staying overnight and can bring smaller two-man tents as well if you require.

In general, we advise against very small groups of children in a tent. It makes it much harder for your staff to supervise the tents overnight and it takes a lot longer to pitch and take down the tents at the beginning and end of the camp.

Tent		Tent	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
Tent		Tent	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	