



BOOKINGS POLICY

SCHOOL PROGRAMMES: bookings are secured following discussions between BEING Outdoors and school staff. Pricings will be based on length and frequency of sessions, group size, group needs and staffing costs and must be agreed prior to the commencement of school sessions.

FAMILY & COMMUNITY SESSIONS: places to some of our sessions are limited (to ensure appropriate staffing ratios) and are allocated on a first come first served basis. Booking is secured via online booking, messaging, mobile or email. For our Forest School Woodland Camps, family sessions and special events, booking forms and payments must be received before commencing the session via our online booking system – bookwhen.com/beingoutdoorscic.

Arrivals and departures

A signed up-to-date consent form must be received before children, young people or adults participate in our sessions including contact details, emergency contact, allergies, medical needs, additional support, FA and other permissions. All session participants are registered on arrival by a member of staff.

Departures:

- Only the person(s) listed on the registration form will be allowed to collect that child or young person unless we are instructed otherwise by a responsible adult.
- Young people will only be allowed to make their own way home if permission is given on their consent form.
- Uncollected children will remain on site with a staff member, and parent/carer contacted.