

Camping Trip to Suntrap - Guidance

Risk Assessment of Residential Visit

If you are a Waltham Forest school, please ensure that your EVC has registered the visit on the Evolve online system.

Extra Responsible Adult

In addition to the group leader you will need at least one other responsible adult (teacher, classroom assistant, mentor, parent etc.) who has been DBS checked and approved by your EVC, to be “on duty” as a minimum between 17.30hrs until 08.00hrs the following morning. You may of course bring additional adult helpers.

One member of Suntrap staff will be on 24 hour duty and will sleep on site in the building each night to be on hand if needed, while one other will be on duty from 09.00hrs-17.30hrs each day of the camp.

Tents and sleeping

Please let us know about a week before your visit exact numbers of boys and girls, as we will then know how many tents are needed. Tents sleep 2/3 and we have a total of 12 tents available.

We have single tents available for the accompanying adults (for yourself and your extra overnight responsible adult). If you will have more than one extra helper - please let us know so that we can check an additional tent is available.

Suntrap provides mattresses for everyone and sleeping bags for those children who do not have one. It is advisable for the adults to bring a hot water bottle as it is nice to get back into a warm sleeping bag after you have got up to stop the noisy tent!

Please emphasise to the children that it may be cold overnight in a tent, tracksuits (especially with hoods) are the best thing to sleep in rather than thin pyjamas.

If you have bed-wetters, try to persuade them to come, any “problem” can be dealt with discretely, we can put a plastic sheet on the mattress and we have a washing machine if necessary.

Food

Suntrap staff will take the lead with cooking, but would welcome your help in serving the children. Please inform us of any special dietary requirements as this will help us with our planning and ordering. All meals are provided with the exception of lunch on the first day.

Medical

Please make arrangements to look after children’s medicines along with obtaining the necessary parental permission and instructions for administration.

It is advisable to include in your letter to parents a paragraph along the following lines;

“I give permission for the visit leader to administer, if necessary; Elastoplasts, Sunblock, Calpol and Piriton”

Piriton is advisable as hay fever can be a particular problem in hot dry conditions and children may not know that they suffer from it.

Don't forget your contact list with emergency phone numbers in case of emergencies.

Things children should not bring

- Electronic equipment (games, MP3 etc.); not recommended in case of damage or loss.
- Mobile phones; not recommended as we have found that calls home lead to homesickness.
- Extra food; often packed in their luggage by parents but can lead to crumbs or sticky spillages in tents which encourage ants into the tent.

Things children should bring

Luggage should be packed into a soft sports type bag (if they have one) as it will fit into the tent more easily.

Their bag should contain;

- Clothing – ideally 2 spare sets in case of wet weather or accidents.
- Wash kit including a towel.
- Book /comic; to read quietly in their tent if they can't sleep.
- Simple board game/cards/chess; to play with others sharing their tent.
- Torch.
- Cuddly toy!
- Sleeping bag (if they have one) and pillow - in a labelled bin bag.

If they wish to buy a “souvenir”, money should be given to you in a labelled envelope, our most expensive item being a key ring at £2.

In a separate small bag, children should bring lunch for the first day, wellies, waterproof coat and sun protection (cream, hat etc).

Free time

Please bring sports equipment from school for the children to use during their free time – we do have some footballs and cones. They will also have free use of the zip wire and large wooden adventurous climbing frame in the field. Many children however get most enjoyment from our “wilder” area known as the pit or the meadow. This will give them an opportunity for some more imaginative natural play.

Camp programme

For the camp to have most impact it is important that Suntrap fits into your long term planning and can plan your trip to your particular needs. Our website; www.suntrapcentre.weebly.com may help you to plan your activities on camp or you may wish to discuss your plans with the Suntrap staff on your camp. You can choose ~5 different activities for a 2 night camp and ~3 for a 1 night camp – this is in addition to children either putting up or taking down their tents, plenty of time for free play on the field and a camp fire during one of the evenings.

Popular activities on camp are bushcraft skills (fires and shelter building), team games, forest art, pond dipping and animal handling.

Parents meeting

If you are going to have a meeting for parents about the camp you may like to use the power point presentation on our website.

If there is any other information you need or if you would like to make a pre-visit please do not hesitate to contact us. suntrapcentre@walthamforest.gov.uk 020 8508 0611