By signing this Booking Form, You confirm that you have read & accepted the following Terms & Conditions which relate to the provided Services

**Definitions**

Agreementa contract between Forest Bugs & the Learner if 18 years of age or the Learners legal parent, carer or guardian under the terms & conditions herein

Forest Bugs the trading name of Ashleigh Drew when providing the Services

You (Your) the Learner if over 18 years of age or Parent / Carer / Guardian of the Learner younger than 18 years of age.

Learner the participant in the Sessions of the Programme

Services the delivery of prepared Sessions in the Programme

Session a set block of time in which the Learners participate in Forest School based activities

Programme set of Sessions – start to end

Safety Charter a letter of understanding regarding the Health, Safety and Environmental rules necessary in Forest Bugs sessions, a signed promise by the Learner and as appropriate their parent, carer or guardian.

Environment the physical space where the Sessions are run and the and the contents thereof

**Provision of Service**

The Service is provided by Forest Bugs, a qualified, insured outdoor learning practitioner. All Sessions are planned and risk assessed to comply with health and safety regulations and established working practices. Forest Bugs holds Outdoor First Aid and current DBS certification. The content, length of Sessions and any other aspects of the Service is at the sole discretion of Forest Bugs; in the interest of safety matters Forest Bugs decision is final.

**Health, Safety & The Environment and Conduct**

\* It is Your responsibility to ensure that Learners are prepared for their Session in the Woodland. Learners must be suitably dressed for the Session. Recommendation: Layered clothing - long sleeved t-shirt, trousers (waterproof over-trousers as necessary, if possible), fleece and coat (waterproof as necessary, if possible), practical footwear (walking boots or wellies) and socks. Sun or warm hats and gloves as appropriate.

\* The Leaner should bring to the Session drinking water and or alternative hydration with them in their own container.

\* Risk Assessments will be made for the Session site and in consideration of the attending Learners. These are available upon request.

\* For the Safety of all participants, Learners will be expected to act and behave in an appropriate manner throughout the Programme in line with the Safety Charter. Dangerous, intimidating or threatening behaviour will not be tolerated. In the light of any such incident, Forest Bugs reserves the right to terminate the Session or Programme immediately for that Learner. Should this be invoked, no recourse for any refund may be sought.

\* Learners will be expected to respect each other & their Environment. Disrespect includes but is not limited to poor cognitive behaviours, the purposeful distortion or destruction of the Environment or Forest Bugs property, the destruction of the belongings and or makings of other Programme participants.

\* Forest Bugs will supply the Services in line with current statutory requirements and appropriate HSE guidelines.

**Accidents/ Incidents**

\* All efforts will be made by Forest Bugs to avoid Learners being involved in an accident or incident, however, should something happen unexpectedly, Forest Bugs reserve the right to act without further authority, in the best interest of the Learner. This may include but is not limited to the administration and application of First Aid or removal by ambulance to hospital or other medical facility as necessary.

\* In any such situation, where the Learner is under the age of 18 years of age, their parent, carer or guardian; or where the Learner is above the age of 18 years of age, their emergency contact will be notified at the earliest convenience.

**Photos/Recordings**

Forest Bugs will use photographs or other recordings of Learners only with the permission of the Learner or if younger than 18 years of age, their parents / carers or guardians. Forest Bugs will make all reasonable efforts to ensure the same permissions apply to any recordings taken by other Programme participants but will not make such guarantee on their behalf.

**Insurance and Liability**

\* Activities conducted in the Sessions under the name of Forest Bugs are protected and insured under specialist insurance policy covering public, product and employer liabilities.

\* Forest Bugs will not be liable for the personal belongings of the Learner including but not limited to the loss, damage or destruction of such, howsoever caused.

\* All activities undertaken at Forest Bugs are done so completely at the individuals own risk.

**Booking, Payment and Cancellations**

\* Bookings via the completion of the Booking Form may be made directly, by telephone, email or post and will be reasonably accepted by Forest Bugs.

\* Forest Bugs reserve the right to vary, alter, adjust and or ultimately cancel a booked Session or Programme for any reasonable purpose, including but not limited to Safety. In such circumstance:

* A reasonable alternative new date for the Session, Sessions or Programme will be offered to the Learner
* Should an alternative new date for the Session, Sessions or Programme not be offered, a 100% refund for the specific Session, Sessions or Programme will be made

For the avoidance of doubt, in the specific event of unsafe high winds or thunder & lightning, that Session will be cancelled & rescheduled with a reasonable alternative date.

Full payment for a Programme must be received by Forest Bugs no later than 48 hours before the date of Programme commencement.

Where payment is not received 48 hours before the first Session, cancellation terms may apply.

\* Should you wish to cancel a Booking, a cancellation fee will be charged as follows:

1. Cancel four weeks before Programme Start Date - Full refund
2. Cancel two weeks before Programme Start Date - 50% refund
3. Cancel less than two weeks before Programme Start Date - No refund

\*Force Majeure – Where a cause of cancellation is beyond the control of either Party, including but not limited to: Acts of God, Acts of Government or Government restrictions or quarantines, plagues, epidemics, pandemics, war, terrorism, insurrections and or any other cause beyond the reasonable control of the party, both Parties shall be excused from the performance of their obligations under this Agreement.

\*COVID 19 - Where a Learner has or has been in contact with another with a suspected case and or a positive test result of Covid 19, they must not attend a Forest Bugs Session and Forest Bugs reserves the right to refuse Services until the appropriate isolation period has been completed. In such circumstance, no refund will be made. Where a Learner presents with Covid 19 symptoms in a Session, they will be immediately quarantined from other participants. The Session will be immediately cancelled and Session members will be informed directly and or via the Track and Trace NHS process. Further Sessions of the Programme will be halted until a negative result is received or the period of isolation in accordance with the law and government guidelines is reached – whichever is the soonest. No refunds for such cancelled Sessions will be made

\* At the discretion of Forest Bugs, consistent failure by the Learner to comply with the Safety Charter could disqualify the Learner from attending further Sessions in the Programme. In such a situation, no refund will be made.

**Complaints Process**

Any complaint regarding the Sessions and practice therein should be directed to Ashleigh Drew. Your concern will be considered and assessed with a formal response being sent to you within two weeks of the date notification.

**Intellectual Property**

Subject to any pre-existing rights of any third party any intellectual property including but not limited to Programme design and any other results of the Services arising from this agreement shall vest in Forest Bugs.

**Data Protection -** All Data received by Forest Bugs will be protected in accordance with statutory requirements.

**Law -** Graphical user interface, application, Word

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Description automatically generatedThese terms and conditions shall be subject to the laws of England and Forest Bugs and You submit to the exclusive jurisdiction of the English Courts.

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An Outdoor Adventure for Everyone

A picture containing tree, outdoor, grass

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Description automatically generated For More Info:

Contact: **Ashleigh Drew**

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Description automatically generated Phone: **0779 617 2179**

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Email: [ForestBugsUK@gmail.com](mailto:ForestBugsUK@gmail.com)

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Description automatically generatedForest Bugs Sessions are usually once week for a six-week programme, where we, , ,

Graphical user interface, application, Word

Description automatically generatedBuild Shelters … It rains sometimes

Graphical user interface, application, Word

Description automatically generatedTie Knots … Let’s put them to use

A picture containing tree, outdoor, person, standing

Description automatically generatedA picture containing tree, grass, outdoor, building

Description automatically generatedA picture containing tree, outdoor, person

Description automatically generatedCraft with nature … Anything you can imagine

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Identify Animals … Bugs included

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Description automatically generatedGraphical user interface, application, Word

Description automatically generatedidentify Plants … Trees, flowers & fungi

A picture containing plant, dish, fresh, arranged

Description automatically generatedA group of people on a tree

Description automatically generated with medium confidenceA black and yellow insect

Description automatically generated with low confidenceSpot Trees … & if you’re up for it … Climbing

Graphical user interface, application, Word

Description automatically generatedGraphical user interface, application, Word

Description automatically generatedWood Bending, splitting, cutting & whittling

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Description automatically generatedMake Fire … Sometimes it’s cold, IT IS always beautiful

Cook on A campfire … Popcorn, Hot chocolate & More

A picture containing wooden

Description automatically generated A picture containing grass, outdoor, plant, stone

Description automatically generated A picture containing meal

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Description automatically generatedFun … of course … Lots of Fun😊😊😊

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Description automatically generatedTo join in, , , , , , ,

Please Complete the Booking form

Booking Form

**2021/2022 Programmes** Autumn Winter Spring Summer

**Learner Name** (Complete with Your Child’s Name)

**Address** (Complete with their Address)

**Date of Birth**  (Complete their DOB)

**Parent / Carer Details:**

Name (Complete Your Name)

Address (Complete with Your Address)

Contact Telephone No’s: (Complete Your Tel. Numbers)

**Emergency Contact Details:**

Name (Complete Their Name)

Address (Complete with Their Address)

Contact Telephone No’s: (Complete Their Tel. Numbers)

**Allergies** (Complete Allergies)

**Medication** (Complete Medication)

**Dietary Requirements** (Complete Diet)

**Medical Conditions** (Complete Medical Conditions)

**Doctor’s surgery** (Complete Surgery Name & Address)

**Telephone number** (Complete Surgery Tel. Number)

Safety Charter:

Rule #1: I Look out for My Safety & All those with me

Rule #2: I Think about My Health & All those with me

Rule #3: I Respect the Environment in which we play

**I (Complete Participant Name) promise to follow Forest Bugs Rules**

Explicit Agreement, Consents, Authorisations and Signature

**I (COMPLETE) the Forest Bugs Safety Charter**

**I (COMPLETE) Forest Bugs the use of photos or other methods of recording the Learner**

**I (COMPLETE) Forest Bugs to collect my (COMPLETE) from their school and transport them to the Forest Bugs site.**

**I (COMPLETE) to Forest Bugs giving emergency treatment to my child**

**I (COMPLETE) the Forest Bugs Covid 19 Plan**

**I (COMPLETE) the Forest Bugs Terms and Conditions overleaf.**

**Name** (Complete - Name of Parent or Guardian accepting these Terms and Conditions)

**Date** (Complete the Date of Agreement)

Forest Bugs Covid 19 Plan

Forest Bugs have read the Government Guidelines and have produced these notes, applying the associated measures accordingly.

**Before a Session:**

You may not attend a Forest Bugs Session if you:

* Have had a positive Covid 19 test result and have not yet isolated per the Government guidelines and Law
* Have been exposed to someone with a positive Covid 19 test result and have not yet isolated per the Government guidelines and Law
* Are symptomatic – have a new cough and or; lack of taste or smell senses and or; have a high temperature
* Live in an area of Local Lockdown

Toileting:

Although a clean toilet is available for use, Forest Bugs recommends using your own toilet facilities before attending

Food & Water:

Participants should bring their own water bottle - filled (to keep hydrated). Water is available for refills.

Food provided by Forest Bugs will be prepared under appropriate hygiene regulations

To manage after school “hangriness” (sugar levels), I would also recommend that Participants bring a fruit snack or other as necessary. These should not be shared.

Car Sharing:

Their Journey shall include:

Car disinfected & cleaned - Hand sanitising before set off - Face Coverings as appropriate - Seating so as not to face each other - Hand disinfecting upon arrival

Cleaning & Disinfecting:

* Forest Bugs Facilities and Equipment will be cleaned and disinfected according to government guidelines – Equipment Touch points & Waste Managed
* Hand washing stations including running water and soap will be provided. Hand sanitiser will be provided

Please ensure social distancing is adhered to when arriving at a Session

Attendance Forms will be completed for each Session per Track and Trace

The Rules at the beginning of each Session shall signpost washing and sanitizing stations as well as social distancing reminders.

**During a Session:**

Participant Numbers & Bubbles:

* Forest Bugs will assume maximum participant limitations in the setting following any Government Guidance.
* Forest Bugs usually runs in a Programme of Sessions. Each Programme will be considered their own Bubble.
* Participants will be encouraged to consider Socially Distanced encounter within their Bubble

Cleaning & Disinfecting:

Forest Bugs will provide cleaning & disinfecting product for necessary Participant use on site. Equipment touch points & Waste Bin Managed

Hand washing stations including running water and soap are provided. Hand sanitisers are provided

Participants will be encouraged to:

Sneeze or cough into a disposable tissue or elbow, disposing of tissue appropriately. Wash their hands with soap and water for 20 secs. Sanitise their hands.

Toileting:

Forest Bugs recommend using toileting facilities before attending however a “Portapoti”, hand washing station and sanitising is provided on site. Safe and considered use of this facility has appropriate signage to Flush & wipe down and then Wash & sanitise your hands

Food & Water:

Participants should drink to keep hydrated from their own container which should not be shared. Drinking water is available

Food brought to the session can be eaten but must not be shared

Any food provided by Forest Bugs will be provided under appropriate hygiene regulations

If a Participant displays Covid 19 Symptoms during a Session:

* The Session will come to an immediate close
* The Participant should contact 119 or NHS.UK and arrange a test
* All other Participants will be informed per NHS Track & Trace process
* All Participants should begin to isolate for per Government guidelines
* If the test comes back positive, Participants should isolate for the full isolation period
* Sessions will resume thereafter
* If the test comes back negative, Sessions will resume the following week.

**After a Session:**

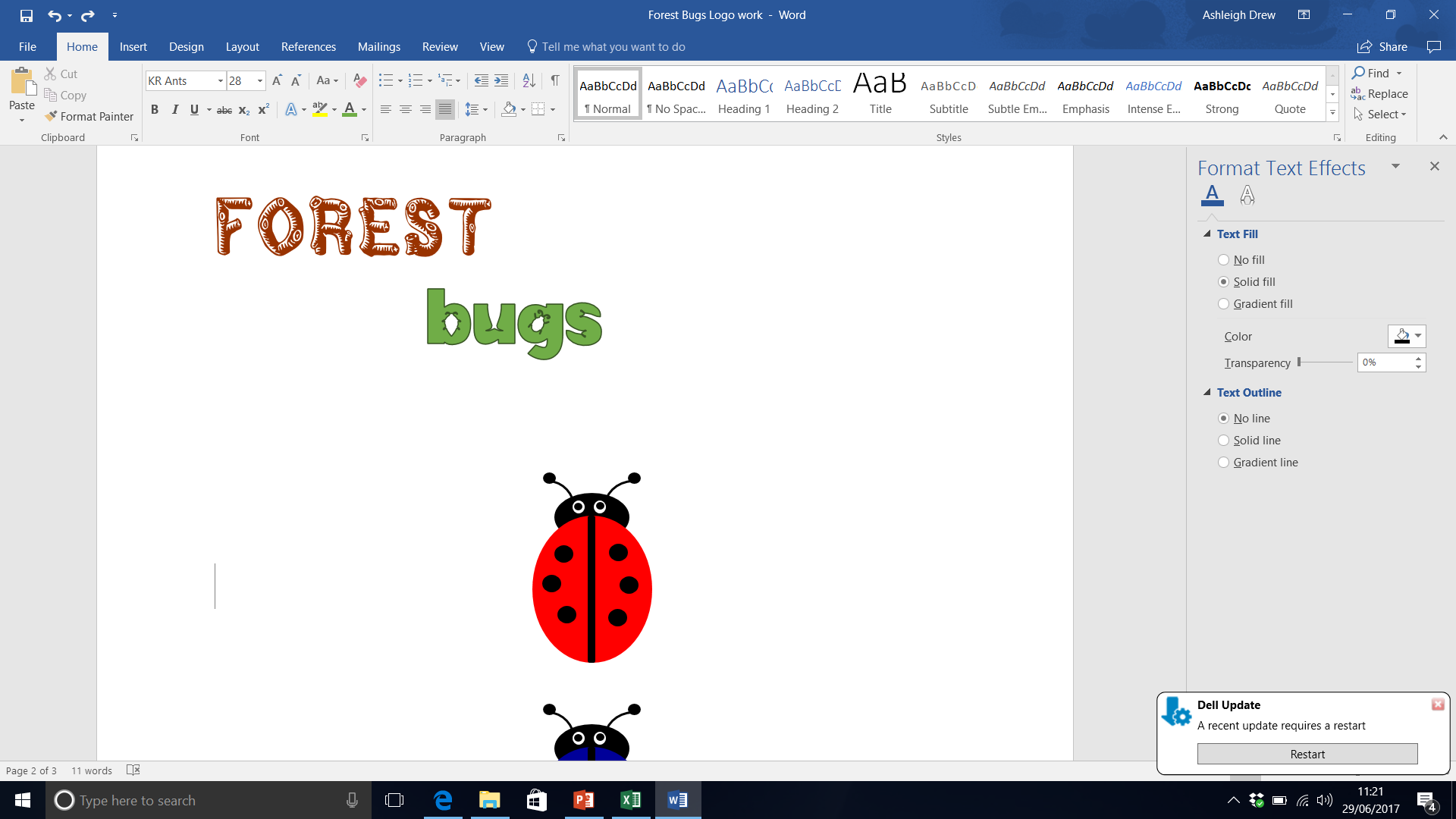
Please ensure social distancing is adhered to when leaving a Session

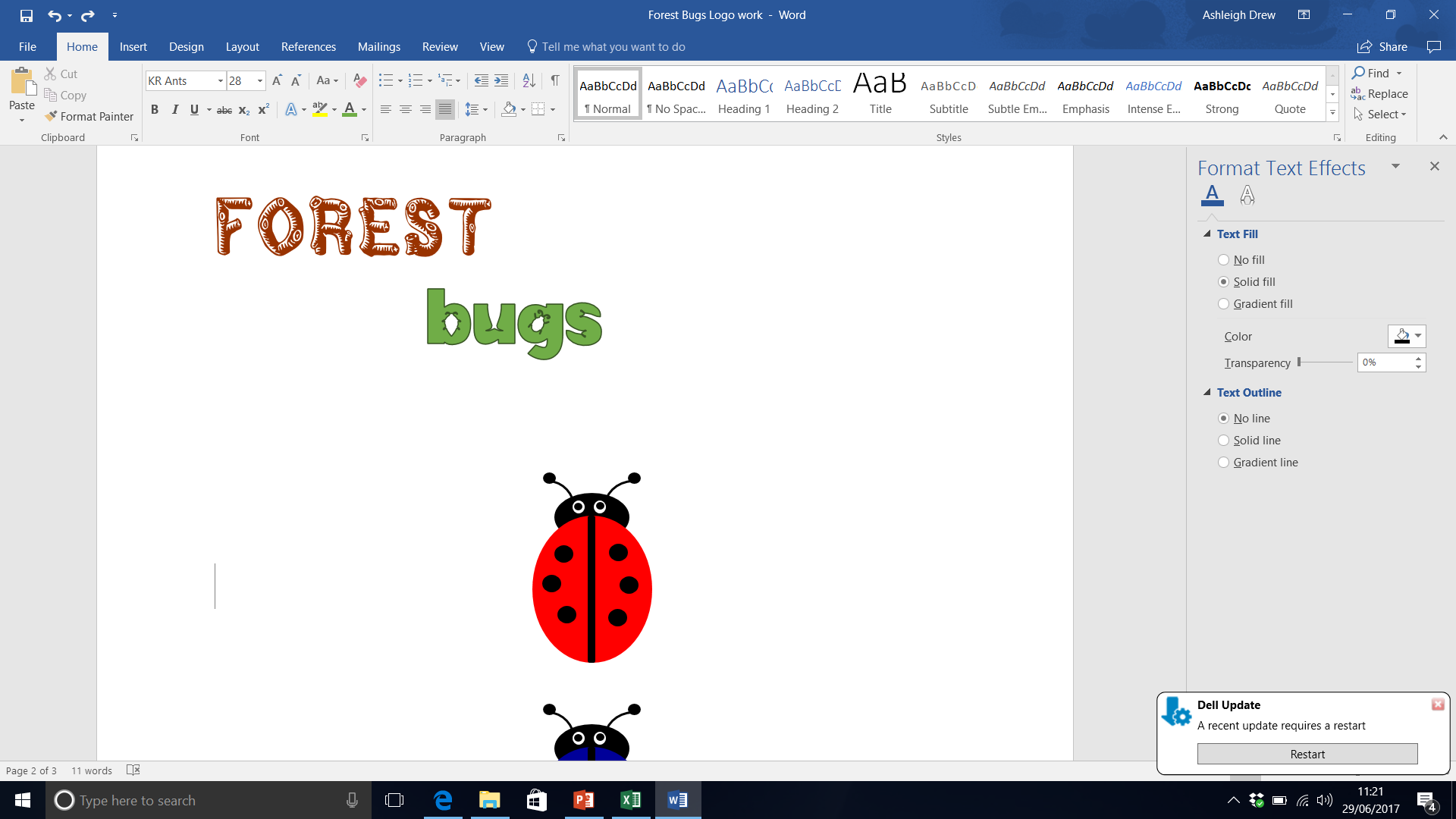
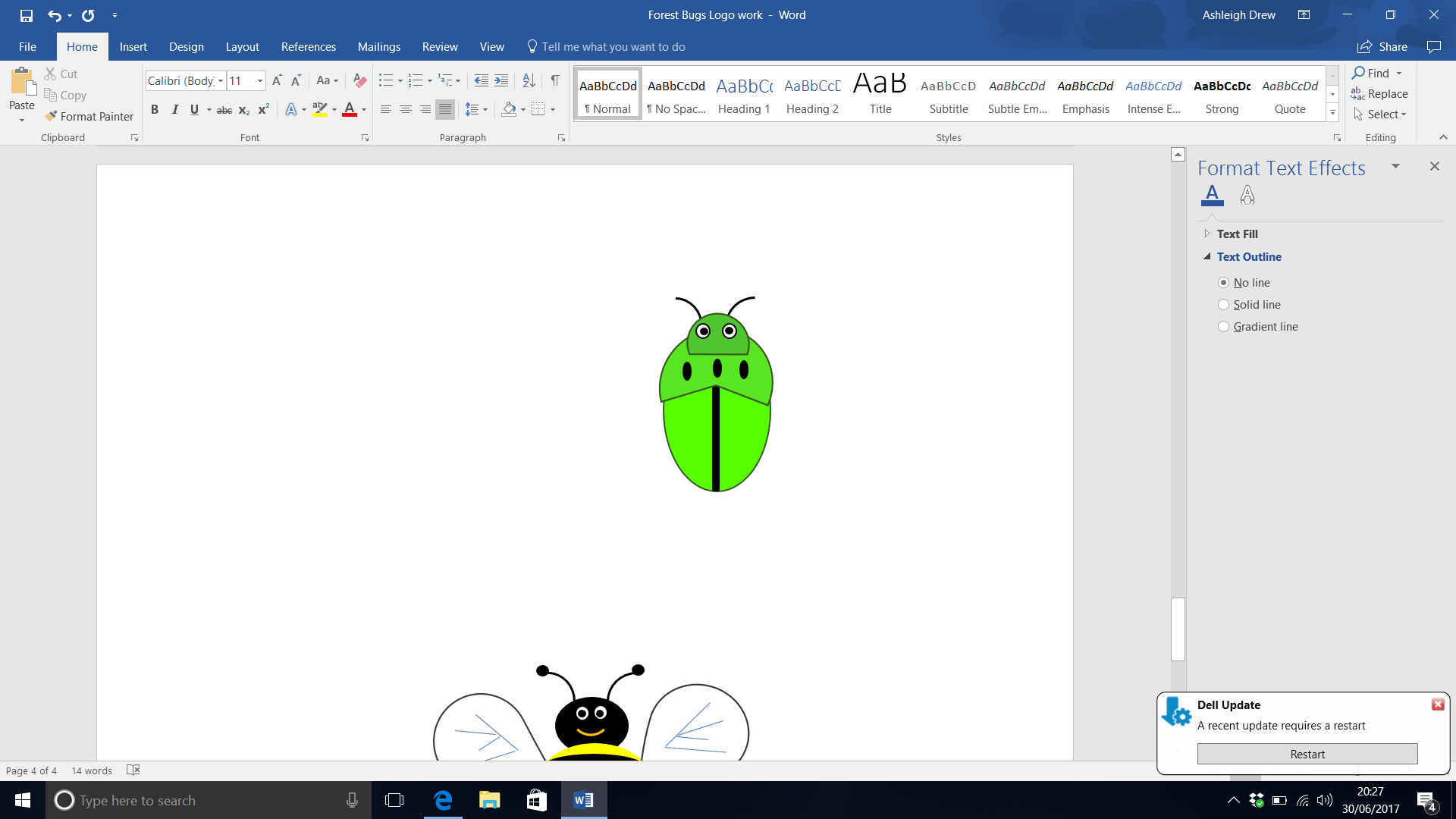
Cleaning & Disinfecting:

Forest Bugs Facilities and Equipment will be cleaned and disinfected according to government guidelines. Equipment touch points & Waste Managed

Hand washing stations including running water and soap will be refreshed. Hand sanitisers will be refreshed

No refunds can be made in the unfortunate situation where a Participant is unable to attend a Session or where a Session(s) are halted due to Covid 19.

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