

## **BROWNIE SLEEPOVER AT TWYCROSS ZOO FAQ's**

### **Where is the event taking place?**

Twycross Zoo  
Burton Road  
Atherstone  
CV9 3PX

Please also encourage parents to car share wherever possible. If your unit is arriving by bus, coach or mini bus then please let us know asap so we can put the relevant actions into place.

### **What time does it start?**

Registration starts at 9.30am and the event will officially start at 10.00am and some people maybe booked into workshops at this time.

### **What time does it end?**

Collection at 10am on Sunday 19<sup>th</sup> May 2019.

### **What do we do with our overnight kit whilst going around the zoo?**

This will be securely stored – you will be directed to the location on arrival. Please encourage parents to pack only the essentials as the girls will need to carry it (it may not be immediately next to the car park). No parents will be allowed to enter the park to help.

### **Does everyone get a badge? Can we buy additional badges?**

Everyone who has paid either the £40 or £21.50 fee will receive a badge. At this time no additional badges can be purchased.

### **Do I need to bring food and drink?**

Girls and leaders will receive a packed lunch on the Saturday, a hot meal in the evening and a breakfast bag on the Sunday. Re-fillable water bottles should be brought for use throughout the event.

We are discussing with the venue about adult hot drinks. Further details to follow.

### **What extra things do leaders need to bring?**

- Information and consent (ICE) form completed for every Brownie and anyone else under the age of 18. These should be kept by the unit Leader for use at the event.
- A groundsheet or similar for their Brownies to sit on at lunchtime (if you want)
- A small first aid kit (additional first aid support will be available in severe or emergency situations)
- Two copies of the health forms for all participants (adults and young leaders included). One should be handed in on arrival and one kept by the unit leader. These will be handed back at the end of the event for GDPR purposes.

### What extra things do the Brownie need to bring?

- To be wearing their uniform
- Sensible shoes – no strappy sandals
- Sufficient drinks for the day (a refillable bottle is the best option)
- A waterproof coat
- Spending money in a named purse. The shop will be open as normal so it will be up to you how much you want girls to bring.
- All of the above should be in a named rucksack which will remain with the Brownie.

### What will girls and adults need for sleeping?

- A roll mat to protect them from the hard floor
- Sleeping bag
- A blanket
- Pyjamas
- Teddy (optional)
- Torch
- Wash kit

### What will the day entail?

Further details once bookings are confirmed.

### Can we use our annual pass?

No – this is a special offer by Twycross Zoo and the price includes entry.

### Are unit leaders responsible for girl's first aid requirements?

Yes – as with any other event you are responsible although there will be support if you require it.

### Can we stay at the zoo with our girls on the Sunday to look around again?

You will need to leave the zoo at 10am.

### Does my unit have to be within Girlguiding ratios for being out of the unit meeting place?

As with all events the Girlguiding Manual with regards to ratios should be adhered to: 1:6 for Brownies. If you have any problems with this then please speak to your local Commissioner in order that we can find a solution asap! Please remember that those who will have unsupervised access to the girls should have a DBS check completed and ideally completed their Safe Space 1 and 2.

### Does my unit need a home contact?

Yes -When you're taking part in an activity outside of your normal meeting place and time, you must assign a responsible adult as a home contact. A home contact is a person that you've agreed will act as a first point of contact if plans change, or if an accident or

emergency occurs. You will be expected to hand the name and number of this person in when booking in.

Further details can be found on the Girlguiding website at:  
<https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/safeguarding-and-risk/managing-risk/setting-up-a-home-contact-system/>

### What forms should I have received?

To be updated.

### When will we get our badges?

Badges will be given to unit leaders when they book in on the day.

### Can volunteers children attend?

In order to ensure that as many members of Girlguiding Leicestershire as possible are able to enjoy events, as standard bookings for children of volunteers will not be taken.

Occasionally, these restrictions maybe lifted for certain events/individuals but this will be done on a case by case basis. Please contact the organiser if you need more details.

### What happens if a girl or leader cannot attend? Will they receive a refund?

All payments for the event are non-refundable.

If a member of your group drops out, it maybe possible to replace them with another member of your unit. If you need this to happen you must inform the organiser of these changes.

### Do I need to hold a Going Away with Qualification to attend?

No - this will be covered by the organising team but you must submit a REN form to your local commissioner and get their permission. A copy of the signed REN form (so the email from your commissioner granting permission) should be sent on to the organiser by 23<sup>rd</sup> March 2019.

### Is the number of leader/young leaders and adults restricted?

The ratio for Brownies is 1:6 and there must be at least 2 adults present. This event is first and foremost for Brownies as we want to ensure that as many of them as possible can attend. In the past, these events have been extremely popular. Therefore, remain within the ratios specified unless there are extenuating circumstances (which should be noted on the booking form).

### If we are unsuccessful at securing a place will there be a waiting list option?

If you tick the box on the booking form you will be placed on a waiting list and informed if places become available. Your cheque will be kept until such time as you are informed that you will not be able to attend.

**Please do not allow the Brownies to bring mobile phones or other valuables, as Girlguiding Leicestershire cannot accept any responsibility for them.**