



Staff Information: RNAS Yeovilton

Address	RNAS Yeovilton, Ilchester, Somerset, BA22 8HT
Contact Information	Jack Senior – 01935 456201
Induction Day	<p>Induction Day – Sunday 23rd October 1000 - 1400</p> <p>Meet as a team outside the main gate parking in the main car park outside of the main gate. Please have your photographic ID at the ready. Go to the pass office and let them know you are there for Kings Camps induction and the name of your contact.</p> <p>You will then be shown to the Sport Centre to set up.</p>
Accommodation Details	<p>You will be staying on base. Own room per person with ensuite. Each person will be required to pay a £10 key deposit; however this is refundable on completion of your stay.</p> <p>It is expected that you stay in the accommodation over the course of the camp as travel expenses will only be paid for travel to the camp and your return journey.</p>
What to bring	<ul style="list-style-type: none">• 2 forms of ID - Passport, driving licence or birth certificate• Your disclosure certificate• Your online learning certificates (downloaded on your phone)• Towel and toiletries• Your Kings Camps Uniform (if you are a returning staff member)• Drinks and snacks• It is entirely up to you if you wish to bring your own bedding
Camp Information	You will be operating a camp 08:00-17:00 for a maximum of 80 children.
Travel Arrangements & Expenses	<p>The cheapest form of travel will need to be arranged and expenses for getting to and from the venue i.e. your main travel costs will be reimbursed.</p> <p>It is expected that staff share vehicles where possible. Train journeys should be booked as far in advance as possible to make the best use of special offers and deals. All receipts must be retained in order to claim back expenses.</p>

	If you are unsure of your arrangements, please contact us – 0114 263 2150 or operations@kingsfoundation.org
Meals/Laundry	<p>You will be issued with a contribution to your food that will be paid into your bank account before camp begins. Meals are subsidized in the Mess, which is pay as you dine, with variations each day.</p> <p>Sportswear is not allowed in the Mess but Kings Camps t-shirt and trousers are acceptable. No shorts, no flip flops or trainers.</p>
Cleaning/Check Out	<p>You must keep the accommodation clean at all times. Check out: by 11am – Saturday 29th October 2022</p>
Expectations & Behaviour	<p>Important: It is vital on a military site that you remember you are representing Kings Camps at all times, 24-hours a day. The manager is responsible for the behaviour of the staff both on and off the camp. There will be military and naval police patrolling the site. No cameras are allowed at any time.</p> <p>Noise levels must be appropriate and respectful at all times, particularly in or near sleeping areas. Language must be appropriate for the group you are with particularly when children are present but lewd or crude language or comments will not be acceptable at any time. Staff must communicate with each other respectfully at all times. It is important due to the amount of time you will spend with colleagues that you try hard to resolve relational problems quickly and ask the Manager, Regional Manager or Head Office to be involved if you cannot find resolution. You may not enter sleeping quarters of a member of the opposite sex.</p>

Head Office Support & Contact Details	<p>Your first point of contact is Sally Robinson – 07784856232</p> <p>The camp will receive a visit from a Head Office representative and if you have any issues or concerns either before or during the camp your Head Office contact is: Izzi Hughes – 07874244032 Sally Robinson – 07784856232 Head Office is available on 0114 263 2155</p>
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