

Pre-event Check List



0845 300 1818

Introduction

This is a fourth edition of the Factsheet, which updates that coded FS120080 and dated April 97. It provides points that a Group Scout Leader or Section Leader should consider when planning a Section or Group event. It provides support and amplification of the various Rules contained in *Policy, Organisation and Rules* of the Association.

Further editions will be published in the light of experience from this edition. Publication of future editions will be notified in SCOUTING Magazine, Talking Points and the Activities Newsletter.

General

In all events which take Members of the Movement away from their home location there are a number of points which are of a general nature.

Parental Permission

The Leader in charge of an event should ensure, so far as is possible, that the parents or guardians of those in their charge are aware, before the event of the nature of the activities planned. Suggested forms are attached to this factsheet.

The Leader in charge of an event should be aware of any medical conditions that might have an effect on the activities planned.

Medical Permission

The Children Act 1989 states 'a person who has parental responsibility for a child may not surrender or transfer any part of that responsibility'. Thus medical consent forms have no legal status. The wording adopted on the attached forms and those available from Scout Shops Limited reflects advice from the medical profession. Leaders should not insist on parents signing them but merely to ask if they are prepared to do so, realising that in the event that

parents consent is required, the form may not work.

Safe from Harm

It is recommended that the Leader in charge of an event should ensure that a confidential enquiry is initiated in respect of any occasional Adult Assistants (Parents or Friends) brought in to help with an event (Form CE Confidential Enquiry). All adult assistance should be provided with a copy of the yellow briefing card "Young People First".

Home Contact (Information Centre factsheet Home Contacts, FS120078)

For any activity within The Scout Association, be it an outing for the Beaver Scout Colony or an adventurous activity by a Venture Scout Unit, there is a possibility that an accident or an emergency may arise when the Leader of the party needs to contact the home District Commissioner and perhaps next of kin of the young people. Examples of this could be a party going to the local Theme Park in a coach that breaks down on the motorway and the Leader of the party needs to inform the parents of the Members concerned; a party at camp may be washed out, need to abandon the camp and return home earlier than they expected and people at home need to be informed. The required method of communication is via a Home Contact.

The Home Contact needs to be someone who is not related to any member of the party, so there is less risk of the person's feelings and emotions becoming involved. If a serious accident occurs which may involve a member of the Home Contact's family, this person may be in no fit state to continue with their duties as a Home Contact, and might go straight to the scene of the incident causing a breakdown in communications. The Home Contact can be anyone, but people such as Group Scout Leader or Group Secretary are often the most convenient. This person must be in possession of the names, addresses and

telephone numbers of the parents/guardians of each member of the party and know how to contact the party and the home Scout authorities. (District Commissioner or his nominee).

Insurance

A Personal Accident and Medical Expenses Insurance Policy (PAME) exists to cover the total Membership of the Association declared on the annual census together with new recruits. Leaders are reminded that non members such as parents and supporters are not provided with the same automatic basic Personal Accident Insurance as Members although this can easily be arranged. Indeed, it would be wise to consider expanding cover by supplementary insurance for all Leaders, supporters and non-Member children involved.

The Scout Association's Legal Liability Insurance Policy provides cover for Commissioners, Scouters and other persons authorised to be in charge of or assist with Scout Activities against claims made by Members under their control, or their parents/guardian, or by third parties alleging legal liability arising out of accidents or incidents occurring during any authorised Scout Activity. The Policy does not automatically cover legal liability arising out of the ownership of operation of motor vehicles, aircraft or boats. Further help and assistance and advice is available from Scout Insurance Services, Scout Association, Lancing Business Park, Lancing, West Sussex BN15 8UG.

Any Member who is required to sign an agreement or indemnity relating to the use of land, premises or other facility belonging to another authority, organisation or individual, must send details to Headquarters before signing.

Transport

- All vehicles must be registered, taxed and properly maintained.
- All vehicles must be insured at least against legal liability to third party.
- Vehicles designed to carry up to 8 passengers plus driver are "motor cars". May be used to transport anyone and cost of the journey shared between the passengers.
- Vehicles adapted to carry more than 8 but not more than 16 passengers excluding driver are "small buses". Information on small bus permits and application forms are available from the Scout Information Centre at Gilwell Park. A permit covers one vehicle and are specific to a Scout Group, District or County.

- Vehicles adapted to carry more than 16 passengers may be registered as private vehicles or public service vehicles. Vehicles registered as private vehicles may not be used for hire and reward unless a large bus permit is obtained. These are only issued by the Traffic Commissioners.
- If a trailer is used the towing vehicle must have an unobstructed nearside exit for passengers.
- Further details available from Legal Department, Baden-Powell House.

Specific Points

The following points need to be considered when planning specific events or activities.

Beaver Scout Outings

- Obtain Parental Permission with relevant medical details. Adult Supervision (1 adult to 4 Beaver Scouts).
- Confidential Enquiry relating to non Member supporters involved.
- All adult assistance should be provided with a copy of the yellow briefing card "Young People First".
- Is an extension to PAME insurance policy needed?
- Home Contact.

Beaver Scout Sleepovers

- Authorised by District Commissioner (or County/Area for County/Area Events) - Form PS(BS).
- One night only - maximum 24 hours duration including travel.
- Indoor only with separate sleeping arrangements for male and female Beaver Scouts and Leaders.
- Minimum of 3 adults present with a ratio of 1 adult to 4 Beaver Scouts plus a Leader in charge.
- Leader in charge must hold a Warrant, have completed both Beaver Scout Leader Training to Leadership 1 Level (or local equivalent) and the Sleepover Training Module.
- Parental permission must be obtained in writing.
- Confidential Enquiry relating to non Member supporters involved.
- All adult assistance should be provided with a copy of the yellow briefing card "Young People First".

- Support material available in “Guidelines for a Beavers Scout Sleepover” FS155053.
- Home contact

Cub Scout Pack Holidays, Camps and Expeditions

- District Commissioner's approval to make preliminary arrangements (at least 2 months prior to the event).
- Visit prospective site.
- Plan outline programme.
- Submit Form PC to the Home District Commissioner.
- Obtain Parental Permission with relevant medical details.
- Adult Supervision (1 adult to every 6 Cub Scouts).
- Confidential Enquiry relating to non Member supporters involved.
- All adults attending in possession of yellow briefing card “Young People First”.
- Is an extension to PAME insurance policy needed?
- Home Contact.
- For Cub Scout Expeditions e.g. Canal Boat Holiday, no Form PC is required. District Commissioner must approve and County Scout Secretaries of the Scout Counties/Areas or Districts being traversed should be notified. See also under Water Activities and Moor, Hill and Mountain Activities.

Scout & Venture Scout Camping

Camps and expeditions of 4 nights duration or less

- Approval by District Commissioner or Scouter in the Group nominated by the District Commissioner.
- Leader in charge (Patrol Leader or Adult Leader) must have the appropriate training and experience.
- When the camp is led by a Scout or Venture Scout the appropriate Leader must agree the emergency arrangements.
- A means of identification as a Member of the Movement should be carried.
- Parental Permission with relevant medical details.
- Home Contact.
- Confidential enquiry relating to any non Member supporter involved.

- All adults attending in possession of yellow briefing card “Young People First”.
- Is an extension to the PAME Insurance Policy needed?
- If site is to be used regularly Host District Commissioner to be informed.

Camps and expeditions of 5 nights duration or more

- Approval by District Commissioner at least two months before the commencement of the camp by Form PC.
- Leader in charge (Patrol Leader or Adult Leader) must have the appropriate training and experience.
- Visit prospective site.
- Plan outline programme.
- Parental Permission with relevant medical information.
- Home Contact.
- Confidential enquiry relating to any non Member supporter involved.
- All adults attending in possession of yellow briefing card “Young People First”.
- Is an extension to PAME Insurance Policy needed?
- Expedition travelling through a number of Scout Areas/Counties or Districts does not require Form PC. District Commissioners must give approval and Area/County Secretaries of the Host Counties must be informed.

Family Camps

- Should be designed to strengthen the links between the various sections in a Group.
- Open to all Members accompanied by their parents or guardians.
- Family Camps must be approved by the District Commissioner using Form PC.
- Confidential enquiry relating to all non Member adults attending.
- All adults attending in possession of yellow briefing card “Young People First”.
- Is an extension to PAME Insurance Policy needed?
- Where Beaver Scouts are involved, they must be accompanied by parents, guardians or nominated adult.
- Support material available in Information Centre factsheet Family Camps FS120083.
- One member of leadership team should hold Pack Holiday Certificate or have attended

Leadership Training Part I for Cub Scout Leaders.

- Home contact strongly recommended.

Air Activities

- Visits to public enclosures at airfields and air displays require no specific briefing or authority.
- Visits to private, civil or service airfields only with operators permission.
- All members of the party to be briefed on possible hazards. (Information Centre factsheet Access to Airfields FS120703).
- Before any air experience flying Headquarters must be notified; for Groups undertaking air experience flying on a regular basis this can be a blanket notification annually.
- Unless part of a commercial operation the pilot must hold a Scout Association Authorisation for Air Activities endorsed for the activity concerned.
- For air experience powered aircraft, balloon or helicopter, pilot in charge must have at least 100 hours as captain and 25 hours as pilot in charge of the type of aircraft being used.
- For air experience flying in a glider the pilot must hold one of the current British Gliding Association Instructor Ratings.
- If payment is involved does the pilot hold a Commercial Pilot Licence? If not, payment may only be a share of actual running costs and must not contribute to overhead expenses.
- Hang gliding and paragliding must be carried out under the Standards and Controls of the British Hang Gliding and Paragliding Association. Instruction must be by a licensed Instructor of the BHPA.
- Parachuting must be done using the standards and controls of the British Parachuting Association. Notification to Headquarters is required prior to the event in the same way as for Air Experience Flying.
- A person in every ground party must have attended a First Response Course or equivalent.
- Parental Permission and relevant medical details.
- Home Contact
- Confidential enquiry relating to any non Member supporter involved.
- All adults attending in possession of yellow briefing card "Young People First".
- Is an extension to PAME Insurance Policy needed?

Caving and Mine Exploration

- Visits to show caves do not require any extra authorisation or briefing.
- Leader of party in all other cases must be authorised by District Commissioner for Caving or Mining Activities and endorsed for cave (cave system) or mine being visited. (Information Centre factsheet Cave and Mine Authorisation FS120403).
- Professional instruction and leadership must be by persons qualified to the level recommended by the National Caving Association.
- Parental Permission and relevant medical details.
- Home Contact.
- Confidential enquiry relating to any non Member supporter involved.
- All adults attending in possession of yellow briefing card "Young People First".
- Is an extension to PAME Insurance Policy needed?
- If camping see section on Scout and Venture Scout Camping.
- Leave cave plan with responsible person on surface.
- Cancel cave plan on completion of activity.

Moors, Hills and Mountains

- The rules of the Association apply to those areas defined in Policy, Organisation and Rules as being remote from habitation where bad weather is normal and good weather the exception.
- All activities in these areas are subject to the District Commissioner's Authorisation. (Information Centre factsheet Authorisation Scheme for Activities for Hill Walking and Mountain Biking FS120401).
- The rules do not apply to activities in the populated valleys or low lying ground associated with these regions.
- Professional instruction and leadership must be by persons qualified to the level recommended by the United Kingdom Mountain Leader Training Board.
- Parental Permission and relevant medical details.
- Party size should be no more than seven people or less than four.
- Every party must include at least one named and designated party leader, and no party may exceed a maximum of seven in all. If a Troop, Unit etc has more than seven in the area parties must move either on different

routes or, if on the same route, with a clear time and geographical separation between them in order that they do not become mixed.

- Home Contact.
- A route plan should be left with a responsible person in the area.
- Cancel route plan on completion of activity.
- An emergency card and pencil must be carried by the party.
- Confidential enquiry relating to any non Member supporter involved.
- All adults attending in possession of the yellow briefing card "Young People First".
- Is an extension to PAME Insurance Policy needed?
- If camping see section on Scout and Venture Scout Camps.

Note:

The above points with the exception of the Mountain Authorisation apply to hikes and expeditions in lowland or green field conditions.

Water Activities

- All water activities are subject to District Commissioner's Authorisation. (Information Centre factsheet Authorisation Scheme for Water Activities FS120601).
- All members taking part must be able to demonstrate to a suitable person (such as a Scouter) their ability to swim 50 metres in ordinary clothes and keep afloat for 5 minutes.
- Lifejackets and buoyancy aids must be provided for all boating activities.
- These must bear the marks of an accrediting agency. (Information Centre factsheet Lifejackets and Buoyancy Aids FS120603).
- Where a vessel is chartered to be under the command of professional staff the Rules relating to authorisation do not apply. The Leader in charge must have reasonable grounds to believe the person in charge has the necessary knowledge, skill and experience.
- Parental Permission and relevant medical details.
- Confidential enquiry relating to any non Member supporter involved.
- All adults attending in possession of the yellow briefing card "Young People First".
- Is an extension to PAME Insurance Policy needed?
- Home Contact.

Outside Centres and Instructors

- If appropriate the centre must be in possession of a licence relating to the Activity Centres (Young Person's Safety) Act 1995.
- Standards must be those of the appropriate National Governing Body of Sport.
- Instructors must be qualified to the level recommended by the appropriate National Governing Body of Sport.
- Have they got adequate insurance cover?
- If any indemnity forms have to be completed these must be checked by Headquarters.
- Home Contact.

International Trips and Expeditions

Cub Scouts

- District Commissioner's Recommendation.
- Approval by both Assistant County Commissioners (International) and (Cub Scouts).
- Parental Permission with delegated medical permission.
- Home Contact.
- Confidential enquiry relating to any non Member supporter attending.
- All adults attending in possession of the yellow briefing card "Young People First".
- Is an extension to PAME Insurance Policy required?
- Confirm extension of insurance cover relating to personal effects, money, motor transport, illness repatriation as appropriate.
- Confirm passport arrangements.

Scouts, Venture Scouts, Members of Scout Fellowship and Scouters

- District Commissioner's Recommendation.
- Approval by way of Form PC (Abroad) by ACC International.
- Parental Permission and delegated medical permission.
- Home Contact
- Confidential enquiry relating to any non Member supporter attending.
- All adults attending in possession of the yellow briefing card "Young People First".
- Is an extension to PAME Insurance Policy required?

- Confirm extension of insurance cover relating to personal effects, money, motor transport, illness repatriation as appropriate.
- Confirm passport arrangements.

Publication Cross Reference

The current editions of:-

Policy, Organisation and Rules of the Scouts Association

Home Contacts FS120078

Guidelines for a Beaver Scout Sleepover FS155053

Family Camps FS120083

One Day Activity Form FS120081

Camps/Holiday Information Form FS120082

Lifejackets and Buoyancy Aids FS120603

Water Authorisation FS120601

Mountain Authorisation FS120401

Cave Authorisation FS120403

Access to Airfields FS120703

Confidential Enquiry Form CE

A Young People First Card

Motor Transport - Legal Department

Road Vehicles Construction and Use - Legal Department.