



Maidenhead & District Scout Council

Activities Check List - Scouts & Explorer Scouts

See also Scout Association Fact Sheets FS120084 Scout Led Activities Index & FS120086 Commercially Led Activities Index

This checklist is designed solely as an aid to activity planning, leaders must ensure that any planned activity complies with all relevant sections of P.O.R..

General (applies to all activities)

Parental Permission Leaders should ensure that parents are aware of, and agree to, the nature of the activities planned.

Medical Permission The Children's Act 1989 states that "*a person who has parental responsibility for a child may not surrender or transfer any part of that responsibility.*" Parents/guardians may be asked to sign consent forms and those forms *may* be accepted by medical staff in the event of an emergency. However, both parents and leaders should be aware that medical practitioners have the right to demand the specific consent of the parent/guardian. See FS120082

Risk Assessment We need to assess and control the risks associated with activities in order to minimise the chance of injury. A risk assessment is simply a look at what could go wrong, both before and during the activity, then deciding on ways to prevent, or minimise, these potential problems. See FS120000.

Home Contact For any activity away from the home area a Home Contact **must** be appointed. The Home Contact **must not be related to any member of the party**, must have sufficient contact details for the parents/guardians of each member of the party, and must know how to contact both the party and the home Scout authorities, (the D.C. or his nominee). See FS120078.

Note: This procedure is under review and subject to change, check on Scoutbase at www.scoutbase.org.uk

Adult Assistance A current CRB check **must** have been completed on all adults present on an activity. See FS321003.

Insurance Only members of the Association are covered automatically by Scout Personal Accident and Medical Expenses Insurance; any non-member helpers, or family members will need to be added.

The Scout Association Legal Liability Insurance does not cover liabilities arising from the operation of motor vehicles, boats or aircraft.

"For insurance cover by Headquarters to be effective, the Rules of the Association must be complied with, particularly those Rules governing the organisation of activities and safety precautions applying to activities" P.O.R. 8.3

Further information from Unity (formerly Scout) Insurance Services www.unityins.co.uk

Transport Leaders and helpers vehicles must have appropriate insurance cover and must be in roadworthy condition. Mini-bus drivers should be qualified. Seat belts and child restraints must be available, and used, as required by regulations; see FS320006. For other transport concerns, consult the Scout Association Information Centre

Accidents *"If any person, whether a Member of the Movement or not, suffers personal injury, necessitating treatment by a doctor, dentist or at a hospital; or requires rescuing involving any Emergency Service, or dies in the course of, or arising out of, a Scout activity or whilst on, or in conjunction with, any Scout property or if an accident during a Scout activity results in third party damage, Headquarters must be informed immediately."*
Full procedures in P.O.R. Chapter 7. Aide memoir see FS120079

Fact Sheets see www.scoutbase.org.uk/library/hqdocs/facts/

P.O.R. see www.scouts.org.uk/documents/por/POR_singlefile.pdf

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Activities as defined in P.O.R. Chapter 9. All activities are subject to approval by the DC. An activity away from your base should be notified via either an Activity Form, see www.maidenheadscouts.co.uk/activities or, if it involves an overnight, Nights Away Form, see www.maidenheadscouts.co.uk/nightsaway

Camps and Expeditions A Leader or other adult leading a camp or residential experience for Scouts or Explorers must hold a valid Nights Away Permit, have the agreement of their Section Leader and, as a minimum, attend the event overnight; they remain responsible for the event at all times. Notification of the event should be made (Nights Away Form, see above), at least 7 days prior. See P.O.R. 9.55 – 9.64

A Scout or Explorer Scout may lead a camping or residential event if issued with an Event Passport. An Event Passport may be issued for one event only, by a permit holder who is validated for that type of event. The permit holder has responsibility for the notification of the event and must provide support during both the preparation and the event itself and be satisfied that the young person has the required abilities, but is not required to attend the event.

Nights Away Permits are issued by the District as detailed in P.O.R. 9.57a – 9.57k.

Adventurous Activities Permit Scheme (see FS120100) Any Leader acting as an instructor for any of the following activities must be in possession of a permit issued under this scheme. The scheme applies to Hill Walking and Mountain Biking (in Terrain One and Two), Climbing and Abseiling, Caving, Snowsports (except artificial and nursery slopes), Water Activities (except swimming and Class C Waters) and Hovercrafting.

Useful fact sheets are; Hill Walking FS120454, Mountain Biking FS120456, Climbing FS120452 & FS120453, Caving FS120451, Skiing FS120457 & Snowboarding FS120458, Canoeing FS120651, Power boating FS120659, Pulling FS120660 & Swimming FS120620. For other Fact Sheets appropriate to these and other activities see the link below.

Lowland Walking & Cycling A permit is not required. Leaders must ensure appropriate planning and training and participants are suitably equipped. For cycling, on or off road, bikes must be roadworthy and cycle helmets must be worn.

Air Activities P.O.R. 9.11-9.20. Visits to civil airports confined to the spectators' enclosure or to Service establishments on an open day are not subject to specific authorisation. All Groups undertaking Air Activities including Hovercrafting must notify the Scout Information Centre and County Air Activities Adviser or ACC (Activities) beforehand.

Use of Professional Centres and Instructors When professional instructors or leaders from outside the Movement are engaged for caving, climbing, trekking or watersports in the United Kingdom, they may be subject to the Adventure Activity Licensing Regulations 1996. Leaders must check if a licence is required and, if appropriate, is held. When professional instructors are engaged for an adventurous activity not subject to the Licensing Regulations, they must be qualified to the level recommended by the appropriate National Governing Body, Government Agency or other body recognised by Headquarters. See P.O.R. Rule 9.9.

Other Activities See P.O.R see link below or contact the ADC(Activities)