

Policy Document:

Activity Guidelines & Nights Away

Last Updated: November 2022

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1. Overview:

- 1.1. This Policy Document aims to outline the regulations regarding activities and residential trips undertaken by SSAGO Clubs and their Members.
- 1.2. Groups should always follow The Scouts Policy, Organisation and Rules Chapter 9 [POR.9]. If this policy introduces any inconsistencies then the rules set out in [POR.9.] take precedence over this policy. <https://www.scouts.org.uk/por/9-activities/>
- 1.3. For the purposes of reading [POR.9.], 'The SSAGO Exec' should be substituted for the relevant commissioner for all required notifications, which should be sent by email to exec@ssago.org.

2. Activity Guidelines:

- 2.1. SSAGO Clubs have approval for taking part in all activities as outlined in [POR.9.1.] subject to them following this policy, unless this policy specifies additional confirmation is required.
- 2.2. Approval may be revoked at any time by the SSAGO Exec or the District or County Commissioner (or their representatives) of the area that activity takes place in. [POR.9.1.f.]
- 2.3. 'Adventurous Activities' shall be defined as in [POR.9.7.a.] and as summarised in Factsheet 19 'Doing Adventurous Activities with your Club'.
- 2.4. SSAGO Members may not take part in any activities given by The Scouts' [POR.9.67.] or Girlguiding's list of prohibited activities. A summary is provided in SSAGO Factsheet 4 'Banned Activities'. Provision of insurance or permission from a students union or university does not override this policy.
- 2.5. Where a SSAGO Club is running or helping with events solely for members of The Scouts or Girlguiding, they must follow the rules of that organization specifically. Otherwise, SSAGO Clubs must follow the Joint Adventurous Activity Rules provided outlined in [POR.9.76.a.].
- 2.6. Where all participants are over the age of 18 adventurous activities may be completed under 'Adult Groups in Activities' [POR.9.8.]. This is subject to the following criteria:
 - 2.6.1. An individual must be designated the 'Leader in Charge' who is responsible for ensuring these items are completed.
 - 2.6.2. Details of the activity and a risk assessment must be shared with all participants who are able to discuss this with the Leader in Charge.
 - 2.6.3. Each participant must understand and accept the risks involved in the activity and the control measures in place to manage them.

The Leader in Charge must be satisfied that all participants understand before the activity can start.

2.6.4. Party size rules outlined in [POR.9.32.] must be followed.

2.7. Where a participant is under the age of 18 or is unable to understand or accept the risks of the activity under 2.6.3, the activity must be completed in line with the 'Adventurous Activity Permit Scheme' [POR.9.7.] or 'Use of External Centres and Instructors' [POR.9.9.] subject to the following:

2.7.1. Where the member leading the activity is a member of Girlguiding they may run the activity for SSAGO members in line with any Girlguiding qualification they hold in substitute for a Scout Adventurous Activity Permit.

2.7.2. The Permit Holder must only run activities in line with the conditions of their permit. Adult members count towards any group sizes.

2.7.3. Any External Providers must hold relevant accreditations as well as adequate insurance cover.

2.8. All adventurous activities run for SSAGO must follow the following rules:

2.8.1. A risk assessment is conducted and available to participants. [POR.9.4.]

2.8.2. An InTouch System is in place and relevant medical information is collected where appropriate. [POR.9.3.]

2.8.3. The SSAGO Exec is advised by submitting the Adventurous Activities Notification form to exec@ssago.org. No confirmation is required.

2.8.4. All groups taking part in adventurous activities must have immediate access to someone holding a relevant and current first aid qualification. This need not be the Leader in Charge or Permit Holder. This must be either:

2.8.4.1. A Full First Aid Certificate: where the activity takes place 3 hours or more (in the method of travel being used) from the nearest road, occupied building or another means of calling help.

2.8.4.2. A Scouting or Guiding First Response Qualification: all other adventurous activities.

2.9. Where an adventurous activity involves 100 or more people the activity must be specifically approved by the SSAGO Exec. Notice should be given at least 2 months before the event, in addition to completing the other notifications for the event. [POR.9.6.].

2.10. Some activities are subject to additional notifications as outlined in [POR.9.] and summarised in Factsheet 19 'Doing Adventurous Activities with your Club'.

2.11. Any member wishing to gain an activity permit or first aid qualification for provision of activities under this policy may join the SSAGO Scout Active Support Unit.

2.12. The SSAGO Exec may request to see copies of any risk assessments produced for an activity run by a SSAGO Club.

3. Nights Away:

- 3.1. All nights away must be reported to the SSAGO Exec by completing the Nights Away Notification form and emailing this to exec@ssago.org. No confirmation is required. [POR.9.57.m.]
- 3.2. Nights Away Notifications are recommended to be submitted at least 7 days prior to the event. If under-18s are present, 14 days is recommended, to ensure Team Pink has sufficient time to perform any necessary checks. Where an event cannot confirm the number of attendees by this date, an approximate number may be used, provided it is updated once numbers are finalised.
- 3.3. Nights away must not be undertaken in any of the prohibited areas as given by The Scouts.
- 3.4. A Going Away With License is required where an under 18 member of Girlguiding is present.
- 3.5. A Nights Away Permit is required where an under 18 who is not a member of Girlguiding is present. [POR.9.56.]
- 3.6. Any member wishing to gain a Nights Away Permit for provision of residential experiences under this policy may join the SSAGO Scout Active Support Unit.

4. International:

- 4.1. Where any activity or residential takes place outside of the UK, Channel Islands or the Isle of Man, notification should be given to the SSAGO Exec who will inform The Scouts using the Visits Abroad Notification system. Confirmation must be received before the trip departs the UK. [POR.9.64.f.]
- 4.2. Invitations to Scouts or Guides from abroad to visit or camp in the UK should be approved by the SSAGO Exec before the visit is confirmed and Unity (Scout Insurance Services) should be informed of the visit. [POR.9.65.a-d.]