

Factsheet:

33: Running Events for Local Scouts and Guides

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1. Overview:

SSAGO clubs often run events for local scouts and guides as part of their volunteering programme. This factsheet outlines the requirements and procedures put in place by SSAGO policy, as well as some best practice advice.

2. Why organise events?

There is no requirement that members of SSAGO should organise events for Scouts and Guides. However, within a SSAGO club there is often a wealth of experience and knowledge, some great ideas and much enthusiasm. Organising an event can help a SSAGO club become more active in a county/area, can allow those unable to volunteer weekly to keep in contact with young people, and can potentially count towards certain scouting and guiding awards (if they are also a member of the appropriate organisation). The young people joining in the event can get so much from contact with young, enthusiastic members of SSAGO, so whilst there is no requirement to organise events, they can be fun and rewarding for all involved.

3. What kind of events:

As long as the planned activity is not banned by any of Girlguiding, the Scouts or SSAGO, then a SSAGO group can theoretically organise it. For more details on banned activities, please see Factsheet 4: Banned Activities. Some activities will require permits or qualifications; this should be fully investigated before suggesting organising an event.

As long as the rules and regulations are followed events can be anything from Night Hikes to discos, wide games to campfires. Some long running SSAGO events include:

- Midnight Madness, an overnight incident hike for explorers and rangers run by DUSAGG.
- Marathon, an incident hike for scouts and guides aged 14+ run by CUSAGC.
- SciJam, a science based event for young people run by University of Liverpool and supported by LUSSAGO.
- SCOGUI Night Hike, an event for scouts, guides, explorers and rangers near Loughborough.

4. Rules to follow:

When organising events for members of the Scouts and/or Girlguiding, the rules of these organisations must be followed. These rules can be found at <https://www.scouts.org.uk/por/9-activities/91-all-activities/> and <https://www.girlguiding.org.uk/information-for-volunteers/programme-and-activities/guidance-on-activities/> respectively. **These rules must be followed even if the event is being solely organised by SSAGO members.**

a. Nights Away

When the event involves SSAGO members staying overnight, the organising committee of the event must submit a Nights Away Notification (NAN) form. This form can be found on the SSAGO website and should be submitted to Team Pink for approval at least 7 days in advance of the event.

When the event involves members of the Scouts staying overnight, a holder of the relevant Nights Away Permit must be present overnight and be listed on the NAN form. The permit holder remains responsible for the event at all times, even if off-site. A NAN form should be submitted to the relevant Lead Volunteer (usually district or county) in line with their recommended processes. More information can be found at: <https://www.scouts.org.uk/volunteers/running-your-section/planning-your-programme/nights-away-and-camping/>.

When the event involves members of Girlguiding staying overnight, a holder of the relevant Going Away With Licence must be present for the duration of the event and listed on the NAN form submitted to SSAGO. A Residential Event Notification (REN) form should be submitted to the relevant commissioner in line with their recommended processes. More information can be found at: <https://www.girlguiding.org.uk/information-for-volunteers/running-your-unit/events-and-going-away/going-on-residentials/>.

b. Large Events

When the event is planned to have over 100 attendees, the organising committee of the event must submit a Large Event Notification (LEN) form. This form can be found on the SSAGO website and should be submitted to Team Pink for approval at least 2 months in advance of the event.

This differs from the Scouts' guidance, where a LEN form is only required for an adventurous activity. This is due to SSAGO clubs not regularly dealing with events involving young people and gives Team Pink extra notice to ensure the event is safe.

c. Safeguarding

Events run by SSAGO for members of the Scouts and/or Girlguiding must follow SSAGO's Safeguarding policy (summarised in Factsheet 11) as well as the Scouts' *Policy, Organisation and Rules* and Girlguiding's *Safer Guiding*.

This includes, but is not limited to:

- All adult volunteers at the event must be made aware of the Scout's *Child Protection Policy and Safeguarding Code of Practice* (known as the Yellow Card) and Girlguiding's *Safeguarding Policy and Procedures* (summarised in the A Safe Space pocket guide).
- Any SSAGO member working with young people aged under 18, and having potentially unsupervised access to young people, must have a suitable disclosure check.
- Any SSAGO member taking part in activities that are overnight, working with young people aged under 18, must have a suitable disclosure check.
- Any SSAGO member with a responsibility for young people (including organising committees) must be a full member of the SSAGO SASU. We recommend that all SSAGO members attending events with young people present become members of the SSAGO SASU.

A suitable disclosure check refers to one received through the Scouts or Girlguiding. If a volunteer does not have a suitable disclosure check, they can get one through the SSAGO SASU.

d. Safety

The organising committee for any event run by SSAGO for members of the Scouts/Girlguiding must submit a risk assessment to Team Pink for approval. This shall be submitted at least 14 days in advance of the event. It is best practice for this risk assessment to be submitted to the relevant scouts lead volunteer and guides commissioner as well.

5. Making use of the SSAGO SASU

SSAGO has a Scout Active Support Unit (SASU), which allows SSAGO members to volunteer and support events for members of the Scouts/Girlguiding. By becoming members of the SSAGO SASU, SSAGO members will undergo a relevant disclosure check and complete the essential training.

We recommend that any SSAGO member wishing to become a member of the SSAGO SASU for any reason contacts the SSAGO Liaisons Officer via liaisons@ssago.org at least 2 months in advance of any events requiring them to be a member of the SASU.

6. Finding Volunteers:

It can often be difficult to run an event with just volunteers from a SSAGO club, especially where a nights away permit or going away with licence is required. There are a number of places that you may be able to find volunteers for your event:

- Local scouts and guides - we recommend contacting your local scout district/county and guide division/district and asking if they could advertise your event. You will often find that there are plenty of local volunteers, especially if they are bringing young people to your event.
- SSAGO Support Project - SSAGO has a project full of SSAGO members willing to support events for scouts and guides. Get in touch with the SSAGO Support project via support@ssago.org and they will see if they have anyone that can help.
- Scout Active Support Units - often there are SASUs either locally or nationally that are there to help with events. We recommend reaching out to local lead volunteers or commissioners to see if there are any local SASUs that can help. You can also reach out to national SASUs such as the King Scout Working Party (<https://www.kswp.org.uk/>).
- Scout and Guide Graduate Association (SAGGA) - SAGGA are an active support unit who support events for scouting and guiding in various ways. They are bound to have some people who are nearby and free to help at your event! You can get in touch with them via committee@sagga.org.uk.
- Alumni - often there are alumni from your club who are willing to support club run events. We recommend reaching out via any alumni groups you may have to see if anyone can help you.

7. Useful Contacts:

Before organising an event, the relevant scouts lead volunteer and/or guides commissioner should be contacted. They will be able to provide local knowledge as well as support with the policies and processes of each organisation. They will also be able to advise on any documentation that they would like before approving an event; they often like to see an event plan and have a discussion before agreeing to a SSAGO club running an event.

It is also good to reach out to Team Pink when thinking about running an event for local scouts or guides. Team Pink may be able to provide support or put you in touch with people who can! It would also be nice to share your event with the rest of SSAGO so please email pink@ssago.org with some pictures and information about your event to be shared with SSAGO.