

Barking & Dagenham

Nights Away Scheme



The B&D Nights Away scheme consists of a set of Nights Away Permission forms, One Day Activity forms, Home Contact forms, Nights Away Notification forms, Leaders Detail forms and instructions.

They are designed so that new or inexperienced leaders are able to implement HQ guidelines and Scouting policy with ease as well as preventing problems that have arisen at District events over the last few years.

Electronic versions are available at:

<http://www.barking-dagenham-scouts.org.uk/nightsaway/>

http://www.scoutingresources.org.uk/ideabase_nightsaway.html

Nights Away Permission Forms

Initial Information – This is to be sent out as soon as possible to enable parents and Scouts to plan for the event. It does not contain any great organisational details.

Kit List – There is a kit list tailored to each section. Of course these can be changed on the electronic version and edited to suit that particular camps needs. These are normally handed out very early with the Initial Information sheet. It is normally convenient to print the kit list on the back of the Initial Information sheet.

Final Arrangements – This contains the specific details and times for dropping off, picking up, those adults attending, the home contact and any related material. This is to be handed out shortly before the event. It is normally convenient to print a map and directions to the campsite on the back of this sheet.

Return Forms – There are three return forms. A covers general permission and is normally held by the camp leader. B contains dietary information and is normally kept by the cook. C contains medical information and is retained by the first aider. These are normally sent out at the same time as the Initial Information and Kit List. It is normally convenient to print these 3 sheets on different coloured paper so that it is clear to Scouts and parents which forms are to be completed and handed back in and it makes it easier for the Scout leader or organiser to collect in multiple camp forms for different events.

Please note that these forms MUST be used for all B&D District Events

The District Team also strongly recommends that you adopt their use in your group events.

Home Contact Forms

Please note the following rule from POR:

Rule 9.3: Home Contact

- a. For all activities which take Members away from their home area a Home Contact (or contacts) must be appointed for each party.
- b. The Home Contact(s) must:
 - be contactable day and night;
 - not be related to or emotionally involved with any member of the party;
 - be in possession of the names and addresses of the next of kin of each member of the party and how to contact them;
 - know how to contact the party and home Scout authorities;
 - be aware of the outline plans for the activity.

Further details are contained in the factsheet FS120078 Home Contact available from the Scout Information Centre.

When to have a Home Contact

The following are examples of when there **must** be a Home Contact:

- All Nights Away
- International Expeditions
- Adventures Activities away from the Home District

The following are examples of when a Home Contact is strongly recommended:

- Beaver Scout Colony Outings
- Cub Scout Pack Day Trips
- Any Adventure Activities of a prolonged nature which does not take the participants away from the Home District.

Home Contact Form & Details

The factsheet FS120078 available from HQ contains some excellent and clear explanations of the Home Contact scheme along with some clearly laid out forms. It is highly recommended that all leaders use this Factsheet as the basis of their home contact.

Please note that this Factsheet MUST be used for all B&D District Events

One Day Activity Forms

It is good practice to make sure that you use the One Day Activity permission form for events that do not come under the Nights Away Scheme or your normal meeting night activities in your HQ.

Your section ADC also asks that you keep them informed of your activities so it would be good practice to inform the relevant ADC well in advance of any event and ensure they have the basic details.

Leaders Details Forms

The District Team strongly recommend that all adults, helpers and leaders attending activities or nights away that require use of the above forms ensure that their own details are also clearly noted and handed to the organisers.

It would be prudent if all adults completed their own versions of these forms and that the organisers keep them as you would with any forms from a Scout.

We concentrate on the safety and well being of the Scouts so much that we sometimes forget that we ourselves are open to the same risks as the young people and we must be just as prepared in the event that a leader or other adult requires medical attention or is involved in any other such incident.

Nights Away Notification Forms

B&D have their own version of the NAN form. It contains information specific to our District and our Nights Away Advisor, Rosemary Oakwell.

Please note that a NAN form **MUST** be completed for all nights away (even if you are staying overnight in your own HQ) and handed to Rosemary at least 3 weeks in advance.

Other Resources

The District Team and the Activity Team can offer a wide range of advice and resources on other issues related to Activities and Nights Away. These include:

- Risk Assessment forms and advice
- Special needs information and advice
- Activity authorisation and training information
- A database of qualifications and skills held by adults within B&D
- A plan and overview of how to plan for any event or activity from start to finish
- Certificates and other forms and paperwork for a wide range of events
- Worksheets and training materials for activities and events