



Swindon North Scout District **Policy for activity approval (Vs.3)**

POR (9.1.2.1.) requires each District to have a **system** for approving all activities for Squirrels, Beavers, Cubs, Scouts, Explorers and Scout Network. This must be agreed between the District Lead Volunteer and each Group Lead Volunteer or District 14-24 Team Leader.

This policy document sets out the **system** to be used for Swindon North Scout District. It will be regularly reviewed and altered as necessary, at District Leadership Team meetings, in the light of experience and any accidents or near misses.

For the effective operation of this policy, activity leaders are reminded of the following:

1. POR says the term activity should be interpreted as a meeting, an activity, or an event.
2. Before proceeding, all activities MUST have all the requirements in POR 9.1.1.1. in place.
3. No activity is to proceed without recorded approval by the appropriate person.
4. GLV's and the 14/24 Team Lead (TL) have delegated authority, from the DLV, to approve those activities outlined in this policy.
5. For activities that can be approved by the GLV, the Group's own approval procedure must be clearly documented and shared with its leaders. The method by which leaders within the Group apply for approval, by the GLV, is for the Group Leadership Team to decide but it should be recordable and archived as, too, must the method of recording the result of that application.
6. The 14/24 TL is to approve those activities, outlined in this policy, for this age group. The mechanism for this will be agreed in a policy between the DLV and 14/24 Lead. This separate 14/24 policy must be documented and approved by the District Board of Trustees.
7. Requests for approval should be no less than 7 days and normally not in excess of 6 months before the activity. If any changes are made to the leadership or type of activities, after approval has been granted, then the approval MUST be renewed.
8. Nights Away (NA) – POR 9.2
Both the nights away element and any other additional associated activities, on the NA event, will be approved by the District NA approver. However,
 - The relevant GLV and 14-24 Lead must also be informed of the NA event and additional associated activities by the event leader.
 - All risk assessments for both the NA and the additional associated activities must be presented to the approver.
9. Visits Abroad (VA). The VA process must be followed via the County VA recommender and County VA approver. The entire event will require co-operation between the County VA recommender, the County VA approver, the DLV and GLV/14-24 TL and activity leader.
10. GLV's are to ensure that this District approval policy and the Group's own activity approval policy are discussed regularly at Group Leadership meetings and that all adult volunteers are aware of the contents and of the method of applying for and receiving of approval.
11. In the absence of a GLV; or the GLV is not available; or when the GLV is the activity leader the approval of activities is to be referred to the DLV.
12. If a GLV or the 14/24 TL is unsure whether or not the activity should be approved, by them, they are to seek advice from the DLV.

NOTE: For activities using outside providers that require waivers to be signed then this must be discussed with Unity Insurance (on every occasion) before signing any waiver or entering into any agreement. Their public liability insurance must be at least £5 million. (See POR 8.3 and 8.4 and 9.6.1.4.)

Guidance on activities:

Guidance for all permissible activities, within Scouting, can be found here: [General Activity Guidance | Scouts](#). For a list of safety checks (for leaders and LV's) showing what should be completed, see: [Staying Safe - Safety Checklist | Scouts](#) and POR 9.1.1.1. For the National Directory classifying waters, see: [National Directory of waters](#).

Who Approves What?

Nb. The District Activity Approval Policy, applicable at the time, along with the AAN form can be found at: [Activity Approvals – Swindon Scouts](#)

Nights Away	Visits Abroad	DLV approves (using AAN form which will be archived)	GLV or 14/24 TL approve (using their choice of archivable documentation)
1. District NA approver to approve all NA events and additional associated activities via the online NAN form. Risk assessments for each activity must be presented to the NA approver.	1. County VA recommender and VA approver.	- Parties with adult members only (POR 9.8). This does not include meetings of adults (eg Leadership meetings, Board meetings, welcome conversations - these will be approved by the '<i>designated leader in charge</i>' (POR 9.8.1.5) of the meeting). - Activities, outside the District, that require a permit holder. - Activities, outside the District, that involve Class C waters or cycle environment zero. - Activities using a permit holder from another District. - Use of an external activity provider (POR 9.6). - Joint activities or joint use of facilities with other youth organisation must follow POR 9.9. "Special" Activities. See list on flow chart. - Those activities where the GLV is the activity leader (and so cannot approve their own activity).	- Activities within the Group HQ curtilage (inc. activities requiring a permit). - Activities within the District (inc. activities requiring a permit). - Activities involving 2 or more Scout Groups. Each GLV 14-24 Lead to approve the activity. - Activities, outside the District, that are in terrain T0 but which do not include Class C waters or cycle environment zero. Nb. GLV's must not approve any activity where they are the activity leader. See bullet point 8 in the previous column.

The flow chart on the next page is a schematic to help with deciding the appropriate method of activity approval.

All in this column are for approval other than by a GLV or 14/24TL

All in this column are for GLV or 14/25 TL approval

