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| **Please read before completing:**  Before completing this Nights Away Notification Form, please check with your Lead Volunteer or Nights Away Assessor/Approver to confirm the correct procedure that you should follow. Districts have until Spring 2025 to transition to the Nights Away process within the new digital membership system. As a result, your County/District may implement this process right away or choose to wait until closer to the transition date in Spring 2025, during which time you can still use the existing systems (downloadable nights away notification form or local digital solution). |

**PURPOSE AND USE:** This form provides the information a Lead Volunteer (or the Nights Away Approver) requires to **APPROVE** an event to take place (i.e. POR 9.1.2). The Permit holder is responsible for ensuring the appropriate Lead Volunteer is informed about each section attending a nights away event (even a District or County event). For all Nights Away events the information below should be with your Lead Volunteer (or the Nights Away Approver) at least **7** days before the event (in normal circumstances). How the information is passed on will depend on local arrangements, but must be documented. Please ensure your Group Lead Volunteer / District 14-24 Team Lead is aware of the event.

The event must not go ahead until the Lead Volunteer (or the Nights Away Approver) has confirmed their approval.

**DATA PROTECTION:** This form is used to collect information about you and your team for the purpose of approving this nights away activity, this is to be used by your Lead Volunteer or Nights Away Approver. As part of this form we collect personal data about you and your team, this detail is required so that we can check that everyone meets the membership and vetting requirements for the event and that appropriate permit holders are in place. We do not share your personal data provided in this form with any third parties. We take your personal data privacy seriously. The data you provide to us is securely stored (based on local arrangements) and we will keep the data we capture from this form for 2 months after the event for any queries that arise then it will be securely destroyed. For further detail on our retention periods please visit our [Data Protection Policy](https://www.scouts.org.uk/about-us/policy/data-protection-policy/).

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| **Event Information** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of Event (e.g. sleepover, hike, Pack Holiday, etc.) | | | | | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Group and District | |  | | | | | | | | |  | | | Section | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Approximate Numbers Attending | | SS | |  | | BS | |  | | | | | CS | | |  | S | | |  | | ES |  | | Adults |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is this event being run using Event Passports? | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Event Dates |  | | From | |  | | | | To | | | | | |  | | | |  | | Number of Nights | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Venue Name | |  | | | | | | | |  | | | | Telephone | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Venue Address | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Please check [Prohibited and Restricted Areas Camping Directory on scouts.org.uk](https://www.scouts.org.uk/volunteers/running-your-section/nights-away-and-camping/prohibited-and-restricted-campsites/) to ensure your site is not in a restricted area. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Event Leadership Information** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leader in Charge  (if not Permit Holder) | |  | | | | | | | |  | | | | Telephone | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Membership number | |  | | | | | | | | |  | | | Email | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Permit Holder’s Name | |  | | | | | | | |  | | | | Telephone | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Permit Holder’s Membership number | |  | | | | | | | | |  | | | Email | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Names of all adult members attending (with membership numbers) as well as all other adults e.g. parents, guardians etc. | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Activities: please list activities requiring permits or qualifications (including any planned contingency activities) providing details of the programme team leads/team members or provider i.e. names of individuals or businesses / organisations providing the activities | | | | | | | | | | | |  | | | | | | | | | | | | | | |

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| **Planning and Preparation** | | |
| As part of the planning and preparation for the Nights Away event the following documentation should be in place: programmes, attendance information, medical and emergency contact information for attendees, InTouch system, menus and written risk assessments.  You must provide a written risk assessment along with this form to your Lead Volunteer (or the Nights Away Approver). Other documentation (listed above) does not need to be provided with this form but must be available on request. | | |
| InTouch Details  (please provide details of your InTouch system and the main contacts in the event of an emergency) |  | |
| Risk Assessment | I confirm the written risk assessment for this Nights Away event has been shared with the responsible Lead Volunteer (or the Nights Away Approver). |  |
| I confirm that the risks and control measures will be communicated to all adults and young people involved in the event, in an appropriate manner. |  |
| Contingency Plans | I confirm that if the planned activities cannot take place during this Nights Away event, the leadership team have considered alternatives and they will be carried out as per the local approval process. |  |
| Group Lead Volunteer / District 14-24 Team Lead | I confirm that the Group Lead Volunteer / District 14-24 Team Lead is aware of this event taking place. |  |

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| **Approval** | | | | |
| All Nights Away events require approval by the relevant Lead Volunteer (or the Nights Away Approver). This section documents the approval and must be completed by the Lead Volunteer (or the Nights Away Approver). | | | | |
| By approving this Nights Away event, I confirm that the information provided has been checked to meet the requirements set out in POR for Nights Away events and I am satisfied this event can take place. | | | |  |
| Approver Name |  | | | |
| Approver Role |  | Approver Membership Number |  | |
| Date Approved |  | | | |
| When approved, the Leader in Charge or Permit Holder should be notified. Should significant changes be made to the plans for this Nights Away event, the Approver will be notified by the Leader in Charge or Permit Holder. | | | | |

**Abbreviations**  
SS = Squirrel Scouts, BS = Beaver Scouts, CS = Cub Scouts, S = Scouts, ES = Explorer Scouts