

How much do you know about nights away?



Answer the following questions by grading them one to five.

- 1 = Fully understand
- 2 = Understand
- 3 = Not sure
- 4 = Understand a little
- 5 = Don't understand at all

The answers you give will enable the course Trainers to tailor some of the sessions to your needs.

All of the questions are about things that happen during a residential experience.

- 1 Do you understand the appropriate administration to undertake before, during and after a camp or nights away event?
- 2 Do you understand the varying roles of the leader/leadership team involved in a camp or nights away event?
- 3 Do you know how to undertake Risk Assessments before and during the event?
- 4 Do you understand how The Scout Association's Young People First Policy applies to camps and nights away?
- 5 Are you aware of The Scout Association's requirements regarding sleeping arrangements?
- 6 Do you know when a sick bay may be appropriate or necessary?
- 7 Are you aware of the consent, information, training, records and organisation necessary to administer prescribed medication to a young person?
- 8 Do you know what to do in case of an accident or incident?
- 9 Do you know the causes, prevention and actions to be taken in the case of bed wetting?
- 10 Are you aware of the safety aspects of bunk beds?
- 11 Are you aware of the fire precautions, systems and procedures that should be in place?
- 12 Are you aware of the particular issues that must be taken into account when organising Family Camps?



- 13** Are you aware of the safety in Scouting, Risk Assessment and Child Protection issues that must be taken into account when organising a Family Camp?
- 14** Are you aware of ways in which to accommodate weather conditions you might encounter during all four seasons of the year?



	Time	Length	Session	Details
Friday	19:30	0:15	1	Welcome and purpose
	19:45	0:20	1	Tutor group integration
	20:05	0:35	2	Why hold nights away?
	20:40	0:40	5	Food - planning the menu (15 min plenary, 25 min to start it, menu must be ready by 08:00 on Saturday in order for caterers to purchase food)
	21:20	-	-	Close
Saturday	08:00	1:00	-	Breakfast (provided centrally)
	09:00	1:15	3	Management 1
	10:15	2:00	4 + 11	Make camp
	12:15	2:00	5 + 11	Food - make lunch, prepare fires, more work on site, skills
	14:15	1:30	6	Programme
	15:45	0:15	-	Tea/coffee (provided centrally) and chance to check on fire to be ready for dinner
	16:00	1:00	7	Management 2
	17:00	2:30	5 + 11	Make dinner
	19:30	1:00	11	Skills bases
	20:30	-	-	Close (stay in for the evening, camp fire and so on)
Sunday	08:00	1:00	5	Breakfast
	09:00	0:45	8	Finance
	09:45	2:45	11	Skills bases and tea/coffee
	12:30	1:00	-	Lunch (provided centrally)
	13:30	1:30	9	Clear site
	15:00	1:15	10	Management 3
	16:15	0:15	-	Review, certificates, go home.



Taking young people away from home overnight, particularly camping has always been at the heart of Scouting. Indeed the benefits of spending nights away make it an excellent activity for any Section within the Movement.

If the most is to be made of nights away, Leaders must have a clear idea of what they are trying to achieve and how they will achieve it. Some reasons for holding a residential experience may be very simple and obvious; others may not be so clear-cut. The reasons may be, for instance to:

- enjoy being outdoors and to have some fun
- meet requirements for awards which can't be achieved within the usual weekly programme
- give young people a chance to take responsibility for themselves
- give young people a chance to exercise a leadership role with the support of adult leadership (especially in Scout and Explorer Scout Sections)
- build teams - perhaps to strengthen the links within the Group, or to integrate a new member into the Section
- provide young people with the chance to be self sufficient away from their normal home environment
- acquire some new skills
- act as a base from which to do other activities
- allow Leaders to get better acquainted with the young people in their care
- provide a high point to the year's activities.

Once the reasons for holding a camp have been decided, they may affect the planning and content of the event. For example:

- a Troop camp designed to encourage Scouts to work together might well use Patrol cooking over wood fires, whereas a Troop camp packed full of outdoor activities might benefit from central catering.
- A Cub Scout camp designed for first time campers might be held in a building whereas a Cub Scout camp for experienced Cub Scouts is likely to be under canvas.



There are many different types of residential experience. Using different styles of event can both add to the fun and variety of nights away and help to meet particular objectives.

What types of nights away are there any why do we use them?

Style of residential experience	Merits
Lightweight – fixed (Green Field or Campsite Permit)	Training in use of equipment. Useful if you are carrying your kit on limited transport (eg: train or plane).
Lightweight – mobile (Green Field Permit)	Can visit a wider area (backpacking) and have access to places you might not get to in any other way.
Standing camp (Green Field or Campsite Permit)	Promotes a 'home from home' feeling and allows you to build up the camp environment over time.
Sleepover (Indoor Permit)	Doesn't need much equipment. For Beaver Scouts, a quick introduction to sleeping away from home. Can help to maintain the atmosphere after a night activity. Might be used by all Sections.
Building (e.g. hostel) (Indoor Permit)	Reduces the amount of equipment that needs to be taken. Comfortable environment (might be useful when doing cold/wet activities) or in the colder months.
Activity centre (Indoor or Campsite Permit)	Access to facilities and instructors. NB see POR rules on use of professional centres and Instructors.
Backwoods/survival (Green Field or Campsite Permit)	Needs very little equipment. For older Scouts and Explorer Scouts as it can be quite challenging. Alternative plans must be made, to cater for bad weather etc.



Information

Much of the information before the event will depend on the Section with which you are working with, however it may be useful to consider the following points:

- **What** information should be given out before the event, for example:
 - Travel arrangements – both parents and young people will need to know what the travel arrangements are, including time and place of departure and arrival home and so on.
 - Cost – it is important to set the cost of the event and advertise it as early as possible. This will allow either the parents or the young people to make the appropriate financial arrangements. It should also be possible for the event to be paid for in installments.
 - Outline of the programme – this will help to inform the parents of the young people's activities during the event and will help to 'sell' the event to the young people. It will also mean that you can obtain any necessary parental permission for planned activities at the same time as permission for the event.
 - Home Contact information – it is important that parents have the details of the Home Contact and fully understand the system.
 - Equipment – details of equipment required should be sent to the young people or parents in good time before the event as things may need to be bought or borrowed especially for the event.
- **When** the information should be given out.
- **How** the information should be given out – you could use Group or Sectional newsletters, posters, flyers and so on to advertise the event. Remember that you are targeting two different audiences, as the things that parents will want to know will be different to things that young people will want to know. You can also use an open evening to brief parents on different events.
- To **whom** the information should be given – clearly information needs to be given to parents, other Leaders or Helpers and of course the young people. But also think wider. Inside Scouting this could be: the Group Scout Leader; the District Commissioner; the relevant Assistant District Commissioner (Section); the Nights Away Adviser (if the event organiser is working towards the Nights Away Permit) and the relevant Training Adviser (if one of the Leaders wishes to validate the Nights Away module). Outside of Scouting, you may wish to inform the Sponsoring Authority to keep them up to date with the Group's activities. Why not inform the local press to try to get some publicity for the event?



Home Contacts

A Home Contact is required for every nights away event. Below is some guidance on the scheme:

- Choose the right person – they must be sensible, reliable and able to carry out the duties detailed in the *Home Contact* factsheet. The Home Contact must not be related to any member of the party including the Leaders. This is a point that many people forget. Suitable choices might be the Group Scout Leader, Group Secretary, Group Treasurer, a Leader from another Section, the Assistant District Commissioner, the District Commissioner or someone from outside of Scouting (although it will help greatly if the parents know the person).
- The Home Contact needs to be able to be contacted during the period that the group is away - an answer phone or a mobile phone will make life easier for the Home Contact. The event could fund the hire of an answer phone or mobile phone if necessary. It is quite acceptable for the Home Contact to use more than one phone number e.g.: work and home.
- Leave adequate information with the Home Contact - your programme, maps and contact information for the next of kin for all party members (including the Leaders).
- For potentially hazardous activities such as hill walking or caving, exact details may be left with a local contact (particularly as details may change at the last minute due to weather conditions). Ensure that the Home Contact has the details of the local contact. The party may choose to make a quick call to the Home Contact each night to say that everything is ok. It all depends upon the people and activities involved.

Further information and guidance about Home Contacts and the scheme can be found in the factsheet *Home Contact* (FS120078) available from the Scout Information Centre or available to download from ScoutBase UK (www.scoutbase.org.uk).

Leadership team

The age and experience of the young people and the requirements of the programme will influence the leadership team. Some activities can only be led by adults who hold specific authorisations.

The event leader needs to be confident that they have sufficient adults to support the event they are running. For both the Beaver Scout and Cub Scout Sections – a minimum ratio of adults to young people is defined as follows:

- For Cub Scouts: 'Apart from the Leader in charge of the holiday, there must be one adult to every six Cub Scouts'.
- For Beaver Scouts: '...For Beaver Scout activities it is highly recommended that for indoor activities there should be a ratio of one adult for six



Beaver Scouts and for outdoor activities a ratio of one adult for four Beaver Scouts'. Note that although this is only a recommendation, it is best to abide by it so that accusations of inadequate supervision are less likely to apply.'

For the Scout and Explorer Scout Sections the young people may be able to camp on their own, but the Leader must be confident in their abilities and the training they have received (see Event Passports).

Adults that help at an event must, of course, be suitable in respect of their competence and suitability to work with young people. They must also be checked using the CRB procedure.

Transport

There are many different types of transport that might be used - don't immediately think of a minibus! You might use private vehicles, hired vehicles, public transport by road or rail, planes, hover-craft, ferries and so on.

If you are borrowing or hiring transport, ensure that it is safe. Don't assume that it will be fine just because you are hiring it from a company. Remember that the driver is responsible for the vehicle.

Examples of good practice include:

- adequate drivers and help so that one adult is not alone with a minibus full of young people and to provide cover for a driver if they fall ill
- ensure that cars do not exceed a safe number of passengers
- some parents have particular requirements for the transport used by their children (for example, they might not approve of lap strap belts)
- plan your route - include comfort breaks (RAC and AA have guidelines on this)
- check in advance that there is enough space for luggage, equipment and people (note that some hire agreements place restrictions on the carrying of equipment and luggage inside the vehicle. Also some coach companies will not take camping equipment)
- some insurance policies mistakenly think that we get paid for Scouting - which removes the cover from the 'domestic, social and pleasure' category into 'business' for which you would normally pay extra for cover. It is worth checking with the insurance company
- ensure that you do not overload any vehicle – try to avoid the temptation of not putting that extra tent in the car!

Authorising a residential experience

The Nights Away Permit Scheme is in place to ensure quality for residential and camping experiences for young people. Any Leader running such an event must hold a Permit.



A Permit is issued under the authority of the District Commissioner or, where appropriate, the County Commissioner. Once an adult has gained a Permit, they are free to organise nights away events in the same way as a driver is free to drive on public roads once they have passed their driving test. The Permit itself is credit card-sized and gives authority for an adult to lead Members under the age of 18 years on a nights away event in one or more of these three categories:

- **Indoor** – for any Sleepover, indoor Pack Holiday, Youth Hostelling or similar event.
- **Campsite** – camping on sites where there are toilets, water and waste disposal facilities.
- **Green Field** – for camping where all facilities need to be provided by the camp team – for example, a summer camp on a farmer's field.

An individual who gains a Green Field Permit is also entitled to lead nights away events in the other two categories. Similarly, where an individual gains a Campsite Permit, they may also lead indoor events.

Permits are not usually Section specific although adults may apply for one to cover only a particular category. For example, Beaver Scout Leaders may request a Permit to cover one-night Sleepovers only.

Permits may be issued to those who do not hold Warrants, for example Instructors, Section Assistants, Fellowship Members or Helpers, provided the usual clearances are obtained and the applicant is assessed as suitable.

Event passports

The Scheme encourages residential or camping events led by young people under 18 years, such as Patrol camps, Explorer Scout expeditions and overnight hikes. By using the Event Passport, a Leader can check the young person has the required knowledge and ability to lead the event.

The Leader should ensure adequate adult monitoring and support is available throughout. The Event Passport is valid for one event only. The skills needed are based on the same eight core skill areas listed above. The Passport has space to record useful phone numbers and details of the event, including who took part and possible comments from campsite staff. Afterwards, it may be kept as proof of the young person's role and achievement.

Further information and guidance about the Nights Away Scheme can be found in the factsheet *Nights Away Permit Scheme – An introduction* (FS 120431) available from the Scout Information Centre or available to download from ScoutBase UK (www.scoutbase.org.uk).



PPC (Parents' Permission to Camp) form

The PPC form gives the Leaders permission to take a young person away and is an important document. If a Leader makes their own form they should follow the wording from the official document. The forms can be downloaded from ScoutBase UK, ordered from the Scout Information Centre or purchased from Outdoors.

The health form

The health form gives details of the current state of health of the young person. The official PPC form also has space for health information. You might consider using your own health form so that it can be handed in just as you are about to leave for the residential experience that should ensure that the information is up to date.

Arrange to have the document returned before the event so that you have time to familiarise yourself with the information.

The PPC and health forms are often combined into one form.

Finding a campsite or somewhere to stay

First find somewhere to stay. This process will differ according to the Section involved. Apart from the usual tourist information publications, a number of Scout publications might be useful:

- *National, County and District Campsite Directory* available from the Scout Information Centre (reference BR 732001) and from Outdoors. Published annually.
- *Prohibited and Restricted Residential experiences Areas* available on ScoutBase UK. The URL is <http://www.scoutbase.org.uk/direct/campsite/prohib/england.htm>
- There is also a list of campsites on ScoutBase UK.

Remember that not all campsites are suitable for or accept Members of Scouting. The site should be visited before the residential experience to check that everything is in order. In some instances this might be very difficult if not impossible (if the campsite is a long way from home or abroad for example). In this case, you might ask a local Group to check the site. The Leaders and Patrol Leaders can carry out the pre-camp visit for the Scout Section together.

For Explorer Scouts, it may be that some Unit members and their Leaders can check the site. The Leaders would normally check campsites for use by Beaver Scouts and Cub Scouts. It is not essential to visit a recognised campsite – a phone call to the manager will often provide enough information.

Think about what the event is aiming to achieve when selecting somewhere to stay. For example, if you have planned some Patrol cooking, you will



need suitable places for each Patrol to cook at the same time. The location must also be suitable for all of your party. If you have male and female adults and young people, there must be male and female toilets and washing facilities, for example.

Insurance implications

Members are covered by the Personal Accident and Third Party Liability insurance through the membership subscription.

Non-Members such as parents or other casual helpers are not covered by the Association's insurance.

Equipment must be insured but may only be covered whilst in the HQ. It is best to check this. Individual's possessions are not covered by the Association's insurance.

Family Camps and joint activities

A number of additional issues need to be considered when organising joint activities with other organisations or Family Camps. The following factsheets available from the Scout Information Centre or ScoutBase can help:

Family Camps (FS 120083)

Safety Rules for Joint Activities (FS 120007)

International camps

International camps are an excellent way of giving young people an international experience within the United Kingdom. Many Scout Counties organise international camps and there are usually several to choose from every summer. You can find out more from the Scout Information Centre or the International Office at Gilwell Park.



The publication *Nights Away* contains a section on organising good catering.

Planning a menu

Menus should be interesting and a little adventurous, but achievable. For younger Members, they should try and capture their imagination. For those cooking for themselves, offer a challenge. Care must be taken though, not to push too far and to put them off. The key element is progressive training in cooking to enable young people to improve their culinary skills. It is important however, that the time required for cooking does not prevent other activities from taking place. It may be that for novices learning to cook is a key activity, whereas for others it may just be a means to an end.

When planning a menu, think about the following:

- **Balance of interest** - variety, required nourishment (use an ample selection of eggs, cheese, milk, fresh fruit, fresh vegetables, salads, meat and fish)
- **Special dietary requirements** of the people taking part who may be vegetarian, have potential allergies or religious/cultural requirements and so on
- **Dietary desires** (what is the favourite food of those attending the experience?)
- **Current food scares** such as BSE. Think about the wishes of those present and parents)
- **Storage requirements** - the storage facilities available may well place some restrictions on the type of food you can use. Find out whether the fridges and freezers available. Some campsites will allow use of these)
- **Methods of cooking available** - when using indoor accommodation, a more challenging menu may be possible because of the wider range of cooking facilities such as a microwave
- **The type of experience** - on a week in the mountains, for instance, everyone needs to be able to carry the food. It also needs to be cooked in portable stoves. Provision also needs to be made for emergency rations. Think about the occasion where everyone is tired after a hard day walking and all they want is a quick and easy meal
- **Restocking** during the residential experience (what shopping facilities are nearby?)
- **Programme requirements** - a day out on the hills will require a good breakfast; a day out in the local town may require a packed lunch etc.
- **Preparation** - are the people at residential experience capable of preparing the food, do they have the necessary facilities



- **Flexibility** - what can be done with left over food, what if the weather changes dramatically and the planned light salad for lunch doesn't seem quite so good in the pouring rain and thunderstorm?
- **Alternatives** - keep some 'fill up' items in stock such as bread and spreads so that people who really don't like the other food can fill up if necessary.

Costing a menu

- Ask parents to supply something to eat for the residential experience (for example a cake).
- Work out the budget in advance and keep track of what is being spent on food. Some supermarkets will provide a general price list which will help during the initial planning.
- Allow a little extra money for the food budget so that unexpected changes can be coped with (for example, if you are stuck somewhere, everyone can still have fish and chips for supper).
- Be aware that local shopping at a residential experience might be more expensive than shopping at the supermarket in town. This is particularly difficult when travelling abroad or to a remote area.
- For the Scout and Explorer Scout Sections, the young people should be involved in selecting and buying the food. They could spend some time in a local supermarket checking the prices of food (including difference in cost for brand names).

Hygiene and storage

The Quartermaster (food) has overall responsibility for the storage of food. On many Troop camps, the Scouts will themselves store some of the food in addition to a central food store. It is important that all food storage is regularly inspected and kept to the highest standard.

The following questions form the basis of a good check at residential experience.

The fixed base kitchen

- Is it adequate in size, construction and maintenance for its task?
- Does it have the necessary equipment?
- Are the utensils thoroughly clean?
- Are there adequate facilities for the cooks to maintain their own personal cleanliness - and are they actually doing that?
- Are there adequate facilities for the cooks to keep the kitchen clean - and are they actually doing that? Consider:
 - waste water disposal (some sites only allow certain disposal methods)
 - other waste (are rubbish bags provided and are they replaced regularly?)
 - clean tea-towels
 - cleaning equipment (j-cloths etc.)



- Are the preparation surfaces clean? The use of an anti-bacterial spray can make this task much easier and more effective.
- Is the floor clean of food scraps and rubbish?

The food store

- Are the correct storage facilities being used (is the food safe from attack by animals, off the floor, dry and cool? Is the cool box only being used to keep things cool rather than mistakenly being used to attempt to keep things frozen)? Are fridges and freezers available?
- Is the store area clean and tidy?
- Is the store free from potential contaminants? (Are food and cleaning materials kept well apart for example?)

The dining shelter

- Is the dining area clean and tidy?
- Have all traces of earlier meals been removed?
- Is it a thoroughly hygienic eating area?
- Does it provide a sheltered and comfortable place for communal eating?

Non fixed base residential experience (back-packing, canoeing, cycling etc.)

- How will the food be transported?
- What cleaning and preparation facilities will you have?
- What storage do you have and at what temperature?
- What method of waste disposal will be available to you?
- Think about the length of the trip. Will you need to use dried foods? If so, you may need to allow time for it to soak.
- Can you keep things cold?
- Can you restock during the trip?



What makes a good programme?

A good programme comprises a number of distinct elements - all of which should be considered.

Flexibility

A flexible approach to the programme will allow the programme to be adapted to take advantage of new and unplanned opportunities (such as the local hotel offering a free banquet meal to 36 Cub Scouts). As with all programmes, it is important to 'go with the flow' - to continue with a particular activity beyond the planned time if it is going well and the young people will continue to get something from it. A little flexibility makes the residential experience seem more relaxed and natural and stops people feeling that they are continually being pushed along. The older age ranges will almost certainly want a more relaxed, 'ad hoc' programme.

Variety

Residential experiences add variety to the usual weekly programme. It is also important however, to ensure that the residential experience programme contains enough variety so that all Members find something that interests them. The programme should be physically and intellectually challenging and take into account the abilities of the people at residential experience. It is an opportunity to attempt the unusual.

Involvement

Young people should be involved in the planning of the residential experience and the decisions that are taken during a night away. The exact form of involvement will vary according to the abilities of the young people involved. Whilst away, the programme should involve everyone - both young people and adults.

Achievable

Care should be taken that adequate time is allowed in the programme for activities to be completed, if nothing is ever completed there will be no sense of achievement. By knowing the young people, Leaders will be able to set challenges in the programme that they will be able to attain - even if it takes a little hard work.



Pace

There are naturally high and low spots during a residential experience, the programme should take this into account and, for example, provide a stimulating activity during the middle of the camp or holiday when people are starting to get tired. It is important to provide times of frenetic activity and times for quiet reflection or even rest. Ensure that the campers are not worn out during the first few days of an event - tired campers become grouchy very quickly! It is worth allowing Cubs to tire themselves out on the first day however, to ensure everyone gets some sleep.

Badges

A residential experience is an ideal opportunity to cover the requirements for awards in a fun and practical way. The residential experience programme should be designed with this in mind.

Contingencies

All residential experience programmes should allow for adverse weather conditions. Some activities are suitable in dry or wet weather, but for some activities, alternatives will be necessary.

Also remember that the amount of time you have with young people while away is greater than at a normal meeting night so the event can be a huge proportion of the time you have spend with them.

Some activities can only be led by authorised adults. Climbing is an example. Ensure that you have staff with the correct authorisation or that someone locally will be available to provide the right supervision for any such activities in your programme. The factsheet *Scout Led Activities Index* (FS 120084) provides a comprehensive list of Activity Authorisations and insurance requirements.

Once the programme is arranged, a list of what to bring can be provided for those attending. For example include swimming costumes and towels if a trip to the local pool is planned.



This handout should be used in conjunction with the publication *Nights Away* particularly Section eight on Health, Happiness and Safety.

Roles for nights away

There are lots of tasks that must be carried out to ensure the event runs smoothly. It is the Permit holder's responsibility to ensure that these jobs are done - although it is not their responsibility to do them all themselves! The event leader should ensure that everyone feels valued for the work that they do on the residential experience. This might be as simple as saying thanks to the person who cleaned the kitchen. The list of tasks is huge, but here's a starter:

Quartermaster food)	Quartermaster (equipment)	First Aider	Duty Leader
Checking safety	Checking hygiene	Programme (pace, changes etc)	Liaison with local residential experience staff
	Treasurer	Transport	Discipline

When allocating the tasks to be carried out at residential experience, bear in mind the following:

- Ensure the allocation is fair.
- Maintain the interest of Leaders and young people.
- Allow some time to relax.
- Keep tasks within people's capabilities.
- Use a rota so that people know what is expected of them and when to do it.
- Check that everyone understands the task they have been asked to perform.
- Make sure that everyone at residential experience knows who is doing what.

Safety

When looking at the nights away event, try asking the three questions:

- 1 What are the hazards?
- 2 What is the potential for these hazards to cause harm?



3 How could they be reduced to make the event safer?

Look at items such as: fires, equipment use, equipment storage, kitchen areas, chopping areas, nearby roads, site layout, other things on the site or close-by. These can be recorded in a Risk Assessment. The event leader must ensure that safety is always a priority and reviewed during the event.

Ensure that a fire/emergency procedure is devised and that the people involved (both young people and adults) know what to do.

Remember that many accidents happen during unsupervised activity. Just because young people are given free time does not mean that the Leaders can ignore what they are doing. As this is a training residential experience, it is probably a good idea to have a look over the site and try to find safety hazards.

Minimising safety hazards is an important job, some ways of doing this include:

- having a balanced and flexible programme - keep it interesting
- performing regular checks on equipment and its use
- leading by example - don't do anything that is dangerous
- training the young people 'on the job' - if you see someone using a piece of equipment in a dangerous or incorrect manner, show them how it should be done
- making use of the Section infrastructure (Sixers and PLs for example)
- thinking ahead! Look for the potential problems in activities and games.

In overview, the event leader should be vigilant at all times - remember: 'eyes, ears, nose' - look out for problems, listen for problems and sniff them out!

Security

The three main areas for security risks are:

Theft	Keep valuables hidden (or better still, locked up). Minimise the number of valuables at residential experience. Check that everything is secure each time you leave the site. On some sites it may be prudent to leave someone behind to look after the site or make an arrangement to share this task with other campers.
Damage	Keep items stored away that might cause the damage (knives, axes etc). Damage may occur due to animals as well as humans; this is particularly important if residential experiences near livestock (keep the gates shut!)
Personal safety	Look out for strangers on the site. Define boundaries (both geographical and behavioural).



Welfare

Issues that might arise include:

- home sickness
- bullying
- walking home from the site
- bed wetting
- peer pressure
- health/hygiene (for example, not wanting to use the loos)
- accumulation of minor injuries.

Leaders must continually check that the young people are all right - ensure that you have a few words with each individual (maybe every other day on a week residential experience). This could happen over lunch, or on the way to the beach for example.

It is far better to pick up the signs of a problem early on and sort it out before it becomes a big problem for all concerned.

Visitors

Sometimes families are invited to visit a nights away event for a day or an evening. When planning this remember to:

- plan the visit, decide what you hope to achieve from the visit and how you plan to do this
- take into account the special needs of the people who will visit
- consider the affect on the young people attending the event (e.g.: homesickness)
- give clear instructions to visitors in advance
- the visit could be an ideal chance to educate parents about nights away
- think about how to end the visit so that the visitors leave at a sensible time.

Accidents and emergencies

The Scout Association has a procedure that must be followed for accidents and another for emergencies.

The accident procedure ensures that Headquarters is informed of any accident which requires medical intervention by a doctor, dentist or at a hospital. This allows insurance related procedures may be carried out. In particular, a claim may only be made on the Association's Personal Accident and Medical Expenses (PAME) policy if it has been reported.

The accident procedure is detailed in the factsheet *Accidents – A Guide to Reporting for Leaders and Commissioners* (FS 120079).

The **emergency procedure** ensures that the next of kin, Public Relations staff and the home District Commissioner are informed of a serious accident or illness. The procedure is detailed in POR. Emergency Procedure.



This Rule includes the telephone numbers to be used. Note that the Association factsheet *Home Contacts* also contains all the necessary information for a Home Contact. Its use should be encouraged.



Budgets

In order to set the cost of a nights away event, a budget will need to be produced. This can also act as a feasibility study. It can be difficult to do this accurately, particularly if planning an event nine months to a year in advance. However there are some simple things to remember:

- Identify all the sources of expenditure.
- Obtain costs from campsite and activities and so on - try to obtain their prices for the time of your nights away.
- Allow a small amount of contingency funds, say 10%.
- Assume a realistic number of people will attend the residential experience (not necessarily the whole Section or Group).

Possible sources of expenditure:

- | | | |
|-----------------------------|------------------------|---------------------|
| • transport/travel | • food | • activities |
| • visits | • site fees | • equipment (hire) |
| • depreciation of equipment | • training | • insurance |
| • recce visit | • fuel (Gaz etc.) | • administration |
| • contingency fund | • activities equipment | • prizes and badges |

The benefits of producing a budget include the following:

- It allows everyone to know in advance how much it will cost and help them plan fundraising in advance.
- It helps to identify expensive areas of the residential experience that might be arranged in an alternative, less expensive manner.
- It enables the event experience leader to judge how the finances are going during the residential experience as each item can be checked against the expected expenditure.

Some items in the budget are fixed and easy to handle but other items are variable and difficult to predict in advance. During longer residential experiences, checking the budget as the experience progresses is the only way to ensure that you don't end up at the end without any money to pay for the fuel to get home!

Hardship funds

On the basis that The Scout Association is trying to help young people to develop, we must provide residential experiences to as many young people



as possible. Sometimes families will not have enough money to pay for a night away and it might not be obvious that this is the problem. Few people are likely to admit that they haven't the money to pay for the event if everyone else is going.

The situation needs handling with tact to allow people to maintain their dignity. Leaders should avoid personal loans to young people and their families as this can put the family into an embarrassing position. It is far better that financial arrangements are made with the Scout Group together with a promise of confidentiality.

Some schemes might include:

- a loan from Group funds
- part payment or full payment by helping at fundraising events
- ensuring that a camp bank scheme runs over a sufficient length of time for people to deposit small amounts of money each week
- general fundraising so that everyone pays less (or nothing).

Camp bank

A camp bank can be used for two distinct purposes:

- 1 It enables adults to hold money for young people whilst they are attending the event and to set a limit for the amount of money that may be taken with them.
- 2 It enables people to pay for their fees in installments that suit them over a longer period.

Explorer Scouts generally have their own personal bank accounts and look after their own money.

For the Scout Section a typical scheme might use the Association's *Camp Bank Cards* available from Outdoors. These cards have a deposit column which records the money placed into the camp bank before the event starts and a withdrawal column which records the money taken out of camp bank by the Scout whilst at the event together with a running total. This helps the Scout to manage their money and enables the Leader to keep an eye on what is going on.

Whatever scheme is used to enable young people to access their money, it is good practice for the Leaders to ensure that a separate account of the deposits and withdrawals is kept - usually in a book held by the Leaders. This helps sort out the problems when a Scout loses their Camp Bank card and enables the Leaders to produce a detailed record of accounts at the end.

For the Cub Scout Section a typical scheme might use a book in which deposits and withdrawals are recorded (on the basis that a Cub Scout might easily lose a Camp Bank card).



Handling money

POR is very clear that Group money should never be held in personal bank accounts. All money received should be properly recorded in a cash book or ledger and either held in a Group bank account, or in a Sectional account that has been authorised by the Group. All such accounts must have two or more signatories to authorise the withdrawal of money.

Some points of good practice:

Before the event:

- Keep careful records of all income received (camp fees etc.), particularly where payment is made in stages.

During the event:

- Keep a note of all expenditure, together with receipts (it can be helpful to cross reference both)
- It can be convenient to clear some expenses (such as food) by credit card where a cheque will only be accepted when it is supported by a cheque guarantee card.

After the event:

- Settle all accounts by cheque – recording each in your cash book/ledger
- Produce a final balance sheet, clearly showing both income and major areas of expenditure.
- Arrange for the Group Treasurer to check the balance sheet and audit the accounts.
- For some major residential events, it may be useful to publish the balance sheet, so that families can see how the camp fee was spent.



Review

Review is a useful way to learn from what happened at the event and to ensure that the next experience benefits from this. There are many ways of reviewing, including the following:

- Ask the young people what they thought.
- Use a questionnaire.
- Use the review technique with the event staff, residential experience participants, Patrol Leaders, Sixers, and so on. During a Section meeting place review sheets around the room. Using different techniques, ask people for their reaction to particular aspects of the event such as food, activities, campsite and so on. Review techniques could include:
 - **Thermometer** - draw a large thermometer and ask people to stick dots or put marks at the top if something was really good (hot), at the bottom if something was really bad (cold) or between as they see fit.
 - **Faces** - Draw three faces: happy (insert symbol) sad (insert symbol) and indifferent (insert symbol). Ask participants to tick the one that best summarised their experience of the event.
 - **Goals** - Draw an outline of one end of a football pitch and ask participants to draw a football in the goal if they thought the event was brilliant and further away if it was less so.

Informing people of your return

Once you have returned the following people ought to be informed:

- Home Contact (it might be useful to arrange a 'nearly home' phone call to give the Home Contact a good idea of when you will arrive back - this might be from the ferry terminal if the nights away was abroad, for example).
- Your Group Scout Leader.

Dealing with lost property

It is not unusual to have lost property left after an event – so decide on a policy and let everyone involved know.

- Give clear information to parents and young people so that they know how lost property.
- Decide for how long lost property will be kept.



- Check for items that are labelled.
- Appoint one person to hold and manage the lost property.
- After a given time dispose of any unclaimed lost property - perhaps by selling it at the next jumble sale or to other members of the Group.