1. Introduction

This is an Assessment Checklist to use in assessing an Applicant to gain a Nights Away Permit. More details on the Permit Scheme, assessing, and Nights Away can be found on <http://members.scouts.org.uk/nightsawaypermits>.

1. Using this Assessment Checklist

This assessment checklist is the syllabus that should be used when assessing an applicant for a Nights Away Permit. On the right hand side of the assessment checklist are four columns showing which permit categories each item from the assessment checklist is applicable to. The four categories are: Indoor (I), Campsite (CS), Greenfield (GS) and Lightweight Expedition (LE). A greyed out section shows that the checklist item is not applicable to that category.

The items on the assessment checklist should be used as a starting point for a broader discussion about the topic. It is not intended to be a pass or fail. If a particular item is something that the applicant usually doesn't use, i.e. Marquee or petrol stoves, then a general understanding of the issues around using one is sufficient. If necessary a restriction can be utilised. The Nights Away Adviser should always bear in mind that there is often more than one approach to a task or role.

1. After assessment

Once an assessment is complete the Nights Away Adviser should fill in the back page and give it to the Applicant to take to their responsible Commissioner.

1. Technical publication

If you require any more technical information on any of the elements in the assessment checklist, these can be found in the official technical manual, which is:

**Nights Away** – Everything You Need To Know About Running by The Scout Association.

Nights Away Permit Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Core Skills | I | CS | GF | LE |
| **1. Planning a nights away event** |  |  |  |  |
| * Understand the purpose of a Nights Away event
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Understand the value of a site/venue visit prior to booking
 | [ ]  | [ ]  | [ ]  |  |
| * Be aware of the Scout Association directory "Prohibited and Restricted Camping Areas" and the need to consult this
 |  | [ ]  | [ ]  | [ ]  |
| * Ability to draw up a timetable for the planning of the event
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Understand transport options available and the benefits and problems associated with each
 | [ ]  | [ ]  | [ ]  |  |
| * Knowledge of where to find venues and venue information
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Knowledge of the ratios of adults to young people required for each section
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Have an understanding of how to manage a Nights Away event and of the issues that may arise
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Ability to risk assess the venue for suitability of the event
 | [ ]  | [ ]  | [ ]  | [ ]  |
| **2. Ensuring the effective administration of an event** |  |  |  |  |
| * Knowledge of the information to send to parents/carers before the event
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Knowledge of the information to collect from parents/carers before the event
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Ability to produce an appropriate kit list for the young people
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Knowledge of what notification is required for Nights Away events
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Ability to create a budget and calculate overall costs and individual fees
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Ability to make satisfactory banking arrangements and produce accounts
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Ability to operate a ‘camp bank’
 | [ ]  | [ ]  | [ ]  |  |
| * Understand how the InTouch system works
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Understand how Nights Away Event Passports work
 | [ ]  | [ ]  | [ ]  | [ ]  |
| **3. Preparing and co-ordinating a programme of activities** |  |  |  |  |
| * Ability to identify which resources, including human, material and financial, are needed throughout the event
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Ability to tailor the programme to the needs and abilities of the young people attending and the facilities available
 | [ ]  | [ ]  | [ ]  |  |
| * Knowledge of The Scout Association safety Rules and guidance for specific activities and where to find them
 | [ ]  | [ ]  | [ ]  |  |
| * Ability to provide a flexible programme with alternative activities for adverse weather conditions
 | [ ]  | [ ]  | [ ]  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **I** | **CS** | **GF** | **LE** |
| **4. Choosing and preparing the event team** |  |  |  |  |
| * Understand the Rules surrounding Personal Enquiries for adults working with young people
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Ability to identify the size of the event team needed and the skills they require
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Ability to allocate roles to the event team based on their skills and experience
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Ability to manage the team and keep them fully briefed and up to date
 | [ ]  | [ ]  | [ ]  | [ ]  |
| **5. Choosing, organising and maintaining the right equipment** |  |  |  |  |
| * Ability to produce an equipment list appropriate to the event and facilities
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Understand the need to check all equipment prior to departure to allow time for replacement or repair
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Understand the need to check that all the equipment is safe
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Knowledge of the correct way to use and store the equipment
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Ability to erect and maintain a lightweight tent
 |  | [ ]  | [ ]  | [ ]  |
| * Ability to pitch and maintain marquees, mess tents and traditional Patrol tents
 |  | [ ]  | [ ]  |  |
| * Ability to safely use petrol, paraffin or methylated spirit stoves
 |  | [ ]  | [ ]  | [ ]  |
| * Ability to safely use camping gas stoves
 |  | [ ]  | [ ]  | [ ]  |
| * Ability to safely prepare, light and remove an open fire
 |  | [ ]  | [ ]  |  |
| * Ability to safely use petrol or paraffin or lamps
 |  | [ ]  | [ ]  |  |
| * Ability to safely use camping gas lamps
 |  | [ ]  | [ ]  | [ ]  |
| * Ability to safely use and maintain axes and saws
 |  | [ ]  | [ ]  |  |
| * Understand the risk of fire and what controls to have in place
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Understand the risk of carbon monoxide poisoning and its cause
 | [ ]  | [ ]  | [ ]  | [ ]  |
| **6. Ensuring the health, happiness and safety of self and others** |  |  |  |  |
| * Ability to work within the capabilities and limits of both the adults and the young people in their care
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Knowledge of and ability to complete risk assessments
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Knowledge of how to control use of medical equipment, medication and first aid equipment
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Knowledge of how to find the emergency procedures of the venue
 | [ ]  | [ ]  | [ ]  |  |
| * Knowledge of the steps to take in the case of an accident and reporting procedures
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Understand the need to maintain personal hygiene and the need for privacy
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Ability to deal appropriately with issues such as home sickness and bed wetting
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Knowledge of how to prepare toilet facilities and the requirements for disposal of human waste material
 |  |  | [ ]  | [ ]  |
| * Understand the value of inspections
 | [ ]  | [ ]  | [ ]  |  |
| **7. Organising good catering** |  |  |  |  |
| * Ability to prepare a menu taking into account; the demands of the programme, facilities available, likely weather conditions and special dietary requirements
 | [ ]  | [ ]  | [ ]  | [ ]  |
|  | **I** | **CS** | **GF** | **LE** |
| * Knowledge of how to maintain hygiene standards when handling, preparing and storing food
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Understand how to ensure the water supply is safe for human consumption
 |  |  | [ ]  | [ ]  |
| * Ability to work out levels of food and fuel requirements
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Ability to safely light and cook over an open fire
 |  | [ ]  | [ ]  | [ ]  |
| * Ability to safely and environmentally dispose of waste
 |  |  | [ ]  | [ ]  |
| **8. Making best use of the venue** |  |  |  |  |
| * Knowledge of where to find information about local facilities
 | [ ]  | [ ]  | [ ]  |  |
| * Ability to plan a site layout taking into account the local geography, on site amenities and safety
 |  | [ ]  | [ ]  | [ ]  |
| * Understand the need to make all the participants aware of the rules of the venue
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Understand why it is important to leave the venue in an acceptable condition
 | [ ]  | [ ]  | [ ]  | [ ]  |

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| Notes |
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Nights Away Permit Assessment

DATA PROTECTION: This form is used to collect information about you for the purpose of approving your permit application, this is to be used by your Nights Away Adviser and Commissioner. As part of this form we collect personal data about you, your Nights Away Adviser and Commissioner, this detail is required so that we can log your permit onto Compass (the Scout’s membership database) and also follow up as necessary with your Nights Away Adviser and Commissioner. We do not share your personal data provided in this form with any third parties. The data provided in this form is stored securely in Compass. We take your personal data privacy seriously. We will keep the data we capture from this form, in line with the Scout’s Data Retention Policy and it will be securely disposed of six months after the permit expires.

The applicant should keep this form once it has been completed by the Nights Away Adviser and take it to their Commissioner.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s name** |       | **Member No.** |       |
|  |
| 1. TECHNICAL COMPETENCE | Done | [ ]  |
| **Description:** Technical assessment based on assessment, by various methods, of the eight core skill areas for Nights Away.**To Be Completed By:** Nights Away Adviser |
| Indoor | [ ]  | **Campsite** | [ ]  | Greenfield | [ ]  | Lightweight Expedition | [ ]  |
| Restrictions based on Technical Assessment:       |
| Nights Away Adviser: | **Signature** |       | **Date** |       |
|  | Name |  | Phone |       |
|  |
| 2. SCOUT ASSOCIATION RULES | Done | [ ]  |
| **Description:** Check of the Applicant’s knowledge of the appropriate Scout Association Rules for running Nights Away Events, including Event Passports and event notification.**To Be Completed By:** Either a Nights Away Adviser, Commissioner or appropriate nominee of the Commissioner. |
| Restrictions based on knowledge of The Scout Association Rules:       |
|  | Date |       |
| Signature |       | Name |       | Role |       |
|  |
| 3. SAFEGUARDING | Done | [ ]  |
| **Description:** Check Applicant has undertaken the necessary Personal Enquiry checks and received the appropriate child protection training.**To Be Completed By:** Commissioner or appropriate nominee of the Commissioner. |
| Restrictions based on Safeguarding:       |
|  | Date |       |
| **Signature** |       | Name |       | Role |       |
|  |
| 4. PERSONAL SUITABILITY | Done | [ ]  |
| **Description:** Check the Applicant is suitable (attitude etc) based on the demands of the permit level.**To Be Completed By:** Commissioner or appropriate nominee of the Commissioner. |
| Restrictions based on Personal Suitability:       |
|  | Date |       |
| **Signature** |       | Name |       | Role |       |
|  |
| 5. PERMIT GRANTED | Permit added to Compass | [ ]  |
| Restrictions:       |
|  | Expiry Date |       |
| Commissioner Signature |       | Date |       |