

# Assessment Checklist for a Nights Away Permit



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## 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 in resources listed on the Nights Away pages of ScoutBase UK.

## Using This Checklist

This checklist is the syllabus that an Applicant should be assessed against for the technical section of gaining a Nights Away Permit. On the right hand side of the checklist are four columns showing which permit categories each item from the 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 checklist should be used as a starting point for a broader discussion about the topic. The Nights Away Adviser should always bear in mind that there is often more than one approach to a task or role.

## 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.

## Technical Publication

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

**Nights Away – An Adult’s Guide To Camping, Holidays, Expeditions and Sleepovers** by *The Scout Association*.

## Nights Away Permit

Core Skill	Done / Comments			
	I	CS	GF	LE
<b>1. Planning a nights away event</b>				
<ul style="list-style-type: none"> <li>▪ Understand the purpose of a Nights Away event</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Understand the value of a site/venue visit prior to booking</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Be aware of the Scout Association directory "Prohibited and Restricted Camping Areas" and the need to consult this</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Ability to draw up a timetable for the planning of the event</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Understand transport options available and the benefits and problems associated with each</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Knowledge of where to find venues and venue information</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Knowledge of the ratios of adults to young people required for each section</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Understand the limits on the duration of Nights Away events for Beaver Scouts</li> </ul>				
<b>2. Ensuring the effective administration of an event</b>				
<ul style="list-style-type: none"> <li>▪ Knowledge of the information to send to parents/carers before the event</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Knowledge of the information to collect from parents/carers before the event</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Ability to produce an appropriate kit list for the young people</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Knowledge of what notification is required for Nights Away events</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Ability to create a budget and calculate overall costs and individual fees</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Ability to make satisfactory banking arrangements and produce accounts</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Ability to operate a 'camp bank'</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Understand how the home contact system works</li> </ul>				
<b>3. Preparing and co-ordinating a programme of activities</b>				
<ul style="list-style-type: none"> <li>▪ Ability to identify which resources, including human, material and financial, are needed throughout the event</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Ability to tailor the programme to the needs and abilities of the young people attending and the facilities available</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Knowledge of The Scout Association safety Rules and guidance for specific activities and where to find them</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Ability to provide a flexible programme with alternative activities for adverse weather conditions</li> </ul>				
<b>4. Choosing and preparing the event team</b>				
<ul style="list-style-type: none"> <li>▪ Understand the Rules surrounding Personal Enquiries for adults working with young people</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Ability to identify the size of the event team needed and the skills they require</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Ability to allocate roles to the event team based on their skills and experience</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Ability to manage the team and keep them fully briefed and up to date</li> </ul>				

<b>5. Choosing, organising and maintaining the right equipment</b>				
▪ 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				
<b>6. Ensuring the health, happiness and safety of self and others</b>				
▪ 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				
<b>7. Organising good catering</b>				
▪ Ability to prepare a menu taking into account; the demands of the programme, facilities available, likely weather conditions and special dietary requirements				
▪ 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				
<b>8. Making best use of the venue</b>				
▪ 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				

## Nights Away Permit Assessment

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

<b>Applicant's Name</b>			
<b>1. TECHNICAL COMPETENCE</b>			<b>Done</b> <input type="checkbox"/>
<b>Description:</b> Technical assessment based on assessment, by various methods, of the eight core skill areas for Nights Away.			
<b>To Be Completed By:</b> Nights Away Adviser			
<b>Indoor</b>	<input type="checkbox"/>	<b>Campsite</b>	<input type="checkbox"/>
<b>Greenfield</b>	<input type="checkbox"/>	<b>Lightweight Expedition</b>	<input type="checkbox"/>
<b>Restrictions based on Technical Assessment:</b>			
<b>Nights Away Adviser:</b>		<b>Signature</b>	<b>Date</b>
		<b>Name</b>	<b>Phone</b>
<b>2. SCOUT ASSOCIATION RULES</b>			<b>Done</b> <input type="checkbox"/>
<b>Description:</b> Check of the Applicant's knowledge of the appropriate Scout Association Rules for running Nights Away Events, including Nights Away Passports and event notification.			
<b>To Be Completed By:</b> Either a Nights Away Adviser, Commissioner or appropriate nominee of the Commissioner.			
<b>Restrictions based on knowledge of The Scout Association Rules:</b>			
			<b>Date</b>
<b>Signature</b>		<b>Name</b>	<b>Role</b>
<b>3. CHILD PROTECTION</b>			<b>Done</b> <input type="checkbox"/>
<b>Description:</b> Check Applicant has undertaken the necessary Personal Enquiry checks and received the appropriate child protection training.			
<b>To Be Completed By:</b> Commissioner or appropriate nominee of the Commissioner.			
<b>Restrictions based on Child Protection:</b>			
			<b>Date</b>
<b>Signature</b>		<b>Name</b>	<b>Role</b>
<b>4. PERSONAL SUITABILITY</b>			<b>Done</b> <input type="checkbox"/>
<b>Description:</b> Check the Applicant is suitable (attitude etc) based on the demands of the permit level.			
<b>To Be Completed By:</b> Commissioner or appropriate nominee of the Commissioner.			
<b>Restrictions based on Personal Suitability:</b>			
			<b>Date</b>
<b>Signature</b>		<b>Name</b>	<b>Role</b>
<b>5. PERMIT GRANTED</b>			<b>Done</b> <input type="checkbox"/>
<b>Restrictions:</b>			
			<b>Expiry Date</b>
<b>Commissioner Signature</b>			<b>Date</b>