

# Planning an Outing for Beaver Scouts



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**0845 300 1818**

Outings and visits are an important part of the Beaver Scout Programme. The Colony Leadership team is encouraged to offer at least one evening or day outing in each three to four month planning cycle and a variety of outings during the two years a Beaver Scout is in the Colony.

These outings could be done within the normal meeting time or at the weekends and during the holidays. Evening outings could be: a visit to the local park, Scout campsite, etc. Half or a whole day outings allow for outings further away from the Group Headquarters and could be: to a local zoo, a museum, an activity day etc.

Up to 5 outings of over 2 hours a year to unregistered venues are permitted under the Children Act (1989). Unregistered venues are likely to be campsites, school fields etc. Please note that there is no restriction on the number of visits to public places that are registered such as zoos, theme parks and museums.

## Deciding where to go

There are likely to be many places in your locality for you to visit with your Colony. There will be different types of places available to visit in different parts of the country and it is not easy to produce a definitive list of the type of places available around the country. Examples include zoos, stately homes, theme parks or the seaside. It is a good idea to talk to different Beaver Scout Leaders in your District to see where they visit if you are unsure where you can go, or even what is available in the local area.

Other considerations when deciding where to go are what you are doing in your Programme. It may be that it is to enhance something you have done in your Programme or it may be the activity for the evening or day. For example, going along to the local Scout Campsite to have an archery session or go on a nature walk.

## Risk Assessment and Facilities

Before any activity takes place Leaders should carry out a risk assessment, so it is a good idea to have a pre-visit. As well as carrying out a risk assessment at a pre-visit you can also familiarise yourself with the layout and what facilities are available.

For information about how to carry out a risk assessment please see factsheet FS120000.

Some of the facilities to check for are toilets; boundaries and any out of bounds areas; refreshments and picnic areas; play spaces and playgrounds; programme possibilities; length of time needed for visit; first aid provision; wet weather options. There may be other things you want to check.

## Transport

You will need to decide if it is most appropriate to walk, use cars, public transport, coach or minibus. A number of factors will help you decide. These are: distance to travel, the time, cost and relative safety of travel.

It is essential to satisfy yourself that the arrangements made are safe and sensible, and that parents/carers know exactly how their child is to be transported. As Leaders, you can only do your best to provide the safest method of transport available. It is for parents/carers to decide if they are satisfied with the arrangements. When you are using parents/carers cars, by law they must have at least third party insurance. For insurance purposes Scouting is classed as a social, domestic or pleasure activity so parents will not need extra motor insurance.

## Adult Help

When deciding who can help on the visit you need to consider the ratio of adults to Beaver Scouts. For any outdoor activity including Sleepovers the

## The Scout Information Centre

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk) [www.scoutbase.org.uk](http://www.scoutbase.org.uk)

minimum ratio is one adult to six Beaver Scouts plus the Leader in charge. This rule can be found in POR rule 3.7.

If you need extra adults for the outing you can ask any other Leaders in the Group, members of the Scout Fellowship, or parents/carers to help on the visit. Whoever you use it is recommended that the Beaver Scouts knows who are the adults in the party for the visit. It is also recommended that all adults have had a CRB check carried out on them through the Scout Association. If you have adults who are helping but haven't had a CRB check carried out on them through the Scout Association, you will need to allow at least 8 weeks to be sure of getting the check back in time. More information on the CRB process can be obtained from the Scout Information Centre.

### **Insurance**

A personal accident and medical expenses insurance policy exists to cover the total Membership of the Association as shown on the Annual Census Return together with new Members joining during the year. Non-members such as parents/carers, supporters and other children are not provided with the same automatic basic cover, although this can be arranged. It is wise to consult with your Group Scout Leader to consider expanding cover by supplementary insurance from a reputable insurer. One such insurer is:

Scout Insurance Services Ltd.  
Lancing Business Estate  
Lancing  
West Sussex  
BN15 8UG  
Tel: 01903 755352  
Fax: 01903 751044  
E mail: [insurance@scout.org.uk](mailto:insurance@scout.org.uk)

In addition the Scout Association's legal liability insurance policy provides cover for Commissioners, Scouters and other persons authorised to be in charge of, or assist with, Scout activities. This is for claims made by Members under their control, or their parents/carers, or by third parties alleging legal liability arising out of accidents or incidents, occurring during any authorised Scout activity. The policy does not automatically cover legal liability arising out of ownership or operation of motor vehicles.

### **Cost**

Usually Colony outings will be self-financing so it is important to calculate the likely costs accurately. Costs will include transport, entrance fees, refreshments, any equipment required and any activities booked.

Some places that you will visit (which may include theme parks, zoos etc) may well be able to give you a discount if you have a large number going on the trip that may bring down the cost of the outing.

A policy will need to be agreed, with the Group Executive Committee, on how much Leaders will be expected to pay, if anything. Leader costs may be subsidised by the Group Executive or be spread among the Beaver Scouts taking part.

There may be some members of the Colony whose parents may have problems in paying for the outing. If this is the case, the Group Executive Committee may agree to pay for that Beaver Scout or there may be some other agreement.

### **Who to inform**

Your Group Scout Leader and through them the District Commissioner should be fully informed about the plans for any outing.

Parents/carers should be left in no doubt as to what activities are planned and what arrangements have been made. Using a standard form to send to parents means that all the information is sent to them. The Scout Association produces a form which can be used. This is the One Day Activity form (FS120081) which is available from the Scout Information Centre. Whether you use the One Day Activity form or you devise your own form it is good practise to obtain written permission from parents or carers. Any form sent out should have a return slip for parents to return giving permission and any other relevant information.

*Information to include on the form sent to parents/carers should include:*

- Date of the proposed outing
- Venue
- Planned activities
- Cost
- Payment method
- Departure time and place
- Return time and place
- Whether pocket money required is and how much is allowed
- If food and drink required

- Clothing required, uniform, waterproofs, footwear etc
- The name and phone number of the Home Contact for the outing
- If the parents/carers are invited

*Information on the return slip from parents/carers should include:*

- Permission for the child to take part
- Any medical treatment being received currently
- Any disability or medical condition which might affect their child's involvement
- Parents/carers contact number during the outing

### **Home Contacts**

For all activities which take Members away from their home area a Home Contact must be appointed for each party. The POR rules on Home Contacts is 9.3 and there is also a factsheet to support this (FS120078).

Before the visit you will need to pass to the Home Contact the following information:

- Name, address, telephone number of District Commissioner or nominated reserve for the period of the activity.
- An outline of your schedule and itinerary
- The contact details of next of kin of all going

### **On the day of the outing**

You will need to make sure you have with you:

- First aid kit. For details of what to include in a first aid kit please see factsheet FS140048
- Sick bags for the journey
- Money, tickets and details of the venue
- The home contact phone number
- A list of all the Beaver Scouts and adults attending

### **After the outing**

The Leader of the outing should ensure that:

- Thank you letters are sent or that the Beaver Scouts make thank you cards
- Outstanding bills are paid
- A visit account is prepared for the Group Treasurer

- Notes are kept of the arrangements for future reference

After the outing, your Assistant District Commissioner (Beaver Scouts) will be interested to know how it went and other Colony Leaders may be interested, particularly if it is a new venue.