

HARPENDEN AND WHEATHAMPSTEAD DISTRICT SCOUTS NIGHTS AWAY GUIDANCE (Nights Away Notifications)

Nights Away Notifications

- The current standard form can be found here:
<http://scouts.org.uk/f103748>
- Before submitting a NAN form, at least 14 days before the event, please provide a draft of the NAN form to your GSL, together with any supporting information (including the programme and details of any Nights Away passports being issued) so that they can check the following:
 - Permit Holder's permit is current and valid for the type of residential experience
 - There will a currently qualified First Aider present for the duration of the event
 - All Adults staying on camp have valid DBS clearance
 - Adult/Child ratios are appropriate for the duration of the event
 - Appropriate permit holders will be present for the duration of any special activities for which a permit required
 - An appropriate InTouch system is in place for the event and Home Contact details have been provided on the NAN form
 - All appropriate risk assessments
 - The venue is appropriate and not on the Prohibited List -
<http://members.scouts.org.uk/prohibited/>
- Once your GSL has approved your NAN form, the GSL (or Permit Holder) should send the form by email to Elaine Brind (elaine.brind14@gmail.com) for Beavers, Mark Sander (adc-cubs-harpenden@hotmail.com) for Cubs, and Liz Jack (lizjack00@hotmail.com) for Scouts. This email should be copied to Russ Brooks, District Commissioner, at dc-harpenden@virginmedia.com (and the GSL, if Permit Holder is sending the email).
- For Explorers, ESLs should provide a draft NAN to the DESC, Richard Bird (4thbird@googlemail.com) who will forward approved NANs directly to the District Commissioner.

Home Contact

- Like most other Districts in the County, we will continue to use the Home Contact system in conjunction with the In Touch process for all Nights Away events. With the exception of sleepovers at your normal meeting place in which case the Home Contact may be a leader on camp who has no child or partner also present on camp, this means that the Home Contact must be someone not on camp, who is not related to or emotionally involved with any member of the party.
 - The Home Contact must be provided with the following information: Details of all party members, adults and under 18s, including name, address, phone number, date of birth, next of kin, and alternative contact name and phone number and health information if relevant.
 - Which leaders on the event they should contact when necessary.
 - Where the event is taking place (address and contact phone number).

- For overseas travel the insurance detail, policy number and contact phone number.
- A form has been developed to enable you to collate and circulate this information, though you can use whatever form your Home Contact is comfortable with. The template is available from the Resources tab on harendenscouts.org.uk

Nights Away Event Passport

- To encourage young people led residential events, such as patrol camps or Explorer Scout expeditions, Permit Holders can grant a nights away event passport to an under 18 year old. It will allow the young person to lead a residential event for members of their own section and it only lasts for a single event covering the dates on the passport.
- Before a qualified leader issues a passport please ensure the following:
 - A NAN been completed showing that a Passport is being issued for the event.
 - The Passport issued can only be to the level of your own permit (or lower)
 - The event leader (i.e. the scout or explorer that is going to be issued with the Passport) has sufficient knowledge and ability to lead the scouts/explorers on the event
 - You fully understand what will be happening during the event with the young people and when.
 - All sections in the passport have been filled in
 - The Home Contact's details have been completed - (in both the Passport and the related NAN form)
 - All people taking part have been identified in both the Passport and within the In-Touch details
 - The Home DC's name and contact details entered correctly (Russ Brooks – 07711 472611)

If you require any further information please contact:

Elaine Brind

elaine.brind14@gmail.com

or

Liz Jack (01582 792437)

lizjack00@hotmail.com
