

# Assessment Checklist for a Nights Away Permit



Item Code AC120900 Jan/2019 Edition no 6

0345 300 1818

## 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>.

## 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.

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

	I	CS	GF	LE
<b>4. Choosing and preparing the event team</b>				
▪ Understand the Rules surrounding Personal Enquiries for adults working with young people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to identify the size of the event team needed and the skills they require	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to allocate roles to the event team based on their skills and experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to manage the team and keep them fully briefed and up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Choosing, organising and maintaining the right equipment</b>				
▪ Ability to produce an equipment list appropriate to the event and facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Understand the need to check all equipment prior to departure to allow time for replacement or repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Understand the need to check that all the equipment is safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of the correct way to use and store the equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to erect and maintain a lightweight tent		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to pitch and maintain marquees, mess tents and traditional Patrol tents		<input type="checkbox"/>	<input type="checkbox"/>	
▪ Ability to safely use petrol, paraffin or methylated spirit stoves		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to safely use camping gas stoves		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to safely prepare, light and remove an open fire		<input type="checkbox"/>	<input type="checkbox"/>	
▪ Ability to safely use petrol or paraffin or lamps		<input type="checkbox"/>	<input type="checkbox"/>	
▪ Ability to safely use camping gas lamps		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to safely use and maintain axes and saws		<input type="checkbox"/>	<input type="checkbox"/>	
▪ Understand the risk of fire and what controls to have in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Understand the risk of carbon monoxide poisoning and its cause	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of and ability to complete risk assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of how to control use of medical equipment, medication and first aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of how to find the emergency procedures of the venue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Knowledge of the steps to take in the case of an accident and reporting procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Understand the need to maintain personal hygiene and the need for privacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to deal appropriately with issues such as home sickness and bed wetting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of how to prepare toilet facilities and the requirements for disposal of human waste material			<input type="checkbox"/>	<input type="checkbox"/>
▪ Understand the value of inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	I	CS	GF	LE
<ul style="list-style-type: none"> <li>▪ Knowledge of how to maintain hygiene standards when handling, preparing and storing food</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Understand how to ensure the water supply is safe for human consumption</li> </ul>			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Ability to work out levels of food and fuel requirements</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Ability to safely light and cook over an open fire</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Ability to safely and environmentally dispose of waste</li> </ul>			<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Making best use of the venue</b>				
<ul style="list-style-type: none"> <li>▪ Knowledge of where to find information about local facilities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Ability to plan a site layout taking into account the local geography, on site amenities and safety</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Understand the need to make all the participants aware of the rules of the venue</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Understand why it is important to leave the venue in an acceptable condition</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes

## 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.

<b>Applicant's name</b>				<b>Member No.</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 Event 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. SAFEGUARDING</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 Safeguarding:</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>Permit added to Compass</b>		<input type="checkbox"/>	
<b>Restrictions:</b>								
							<b>Expiry Date</b>	

<b>Commissioner Signature</b>		<b>Date</b>	
-------------------------------	--	-------------	--