

Scheme of delegation for approval of activities by Perth & Kinross District Sections

Perth and Kinross District are keen to support a range of adventurous and exciting activities for Young People in Scouting. This note clarifies the requirements of POR 9.1 and 9.2, and sets-out the scheme of delegation for activities covered by these clauses:

POR Rule 9.1

b) *The District Commissioner is responsible for approving all activities for Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts. This will usually be by means of an informal system agreed between the District Commissioner and each Group Scout Leader or District Explorer Scout Commissioner.*

POR Rule 9.2

a) *Prior to every activity the Leader must ensure that:*

- *it has been approved by the relevant District/County Commissioner.*

Although not covered by the above Rules in POR because their members are over the age of 18, it is good practice that the District Scout Network Commissioner is informed about all planned Network activities and events and in the absence of a DSNC, then the DC should be informed.

A Authority to run weekly indoor meetings in your normal meeting place is delegated to Section Leaders, provided:

- the required adult to young people ratio is followed;
- there is at least one adult with a current Full Appointment present;
- that all regular helpers (more than once a month) have a formal role and have completed or are undertaking their Getting Started Training;
- that written Risk Assessments for the activities being undertaken are in place.

B Authority to use outdoor spaces in close vicinity to your normal meeting place is delegated to Section Leaders, provided:

- All conditions in section A are met;
- Parents/carers are aware where to collect their children (e.g., note on meeting-place door, prior notification via OSM);
- The Leaders running the meeting know the locations well.

C Authority to run indoor and outdoor activities not in your normal meeting place is delegated to Section Leaders, provided:

This section applies to Indoor or Outdoor Spaces that require transport to get to them (either provided by parents or the Section itself), but which do not require a permit-holder to run them. These may be activities that are done regularly – e.g., local woods, local hikes, soft play, swimming or may be visits to places such as factories, fire stations, lifeboat stations, libraries or museums.

- All conditions in section A are met.
- Written details have been communicated to young people and their parents in advance.

- When travel involves leaving Perth and Kinross District GSLS*/DESC have been notified of the activity in advance and have the opportunity to view the written risk assessments.

E Authority to run Adventurous Activities requiring a Permit is delegated to GSLs/DESC, provided:

Covers all activities for which POR requires a permit. For example, Hillwalking, some Water Activities, Snowsports, Climbing. The issue of a Permit by the DC implies that the District has confidence in both the Technical abilities of the individual and their knowledge and understanding of Scout Association Rules.

- All conditions in section A are met.
- Written details* have been communicated to young people and their parents in advance.
- The permit holder has an up-to-date record on Compass covering the activity.
- GSLs*/DESC have been notified of the activity, have confirmed the permit holder's Compass record is current and have the opportunity to view the written risk assessments.

F Authority to provide Residential experiences (Nights Away) is reserved to the DC.

Approval for Residential (Nights Away) activities (even within your own meeting place) must be approved at least 7 days in advance using the FORM NAN. The form provides details of all adults attending and asks for confirmation that the GSLs*/DESC has been informed. The DC (or their delegated nominee) should be asked for approval and will keep a record of all Nights Away.

G Authority to provide Visits Abroad is reserved to the DC.

Approval for Visits Abroad must be approved in advance using the Form VA. The form provides details of the intended activity and must be submitted via the DC to the Regional International Adviser. Part A is submitted as early as possible and Part B at least 6 weeks prior to the Visit and must have a Critical Incident Plan with all the Risk Assessments for every aspect of the Visit attached. Adequate insurance must be in place.

If you intend to provide a Visit Abroad, please start discussions with the DC as early as possible.

* Where there is no GSL in place, the DC (or their nominee) is acting GSL for the Group and should be notified accordingly.

Approved by Perth and Kinross District Scout Executive Committee, 5th February 2021. The scheme of delegation will be reviewed annually by the District Executive, or when requested by the DC or Regional Commissioner.