

Scouting Ireland

Overnight and International Approval Form



SIF -011/A 2011

This form captures the information required by SID 71/10 Youth Programme Abroad and SID 77/10 Camping & Adventures in the Out of Doors.

These procedures are in place to protect the health, safety & well being of young people in our care and to ensure that all activities are planned with safety in mind and provide a quality Scouting experience for young people.

This form should be used in the following situations:

Checklist & Part A: Overnights Approval Form

- Beaver Scouts activity that includes one (1) overnight
- Cub Scout activity that includes three (3) or more overnights
- Scout, Venture Scout and Rover Scout activity that includes four (4) or more overnights
- Details of budget, menu, programme, Activity Consent Forms SIF 11/05 and Medical Advice Forms SIF 11a/10 (where appropriate) for all persons under 18 taking part should be attached to the form for approval by the Group Leader

Note:

All Beaver Scout overnights must be approved by the Group Leader. Shorter overnight activities in Cub Scouts (less than 3) and in Scouts, Venture Scouts and Rover Scouts (less than 4) do not need to have formal approval via this form by the Group Leader however the Group Leader must be informed of such activities prior to their undertaking via, phone, email, or verbally as per SID 77/10 Camping & Adventures in the Out of Doors.

Checklist, Part A & Part B: International Travel Form

An activity abroad is an international activity and covered by SID 71/10 Youth Programme Abroad

All international activities - Part A Overnight Approval and Part B International Approval (irrespective of duration) and details of participants taking part.

| | |
|---|---|
| Section _____ | Group _____ |
| Description of activities _____ _____ | |
| Country _____ | Location _____ |
| Date from _____ to _____ | No. of nights <input type="checkbox"/> |
| Scouter in Charge/Youth Member in Charge _____ | |
| Contact details _____ _____ _____ | |

Scouting Ireland Overnight and International Approval Form



Checklist All sections should be completed

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Group Leader must check the following before signing approval for the activity to take place.

- That all contact details are correct
- That all numbers tally and ratio's are observed
- That Activity Consent and Medical advice forms are included for all participants
- All Scouters attending hold Adult Appointments
- Non Scouters attending should have Non-member Adults on Scouting Activities form (SID 36/05) attached.
- The Scouter -in- Charge has completed the appropriate Scout Skills Training course covering overnights.
- Is the venue suitable for the overnight activity planned
- Is a first aider available at the venue or is a first aider for the activity identified on the form.
- In the case of a Youth Member leading an overnight activity (Scouts, Venture Scout and Rover Scout) do they hold Level 5 Camping Adventure Skills Badge.
- (International) - additional travel insurance has been obtained Full list of those travelling - young people and adults attached
- Has sufficient evidence of planning gone into the Budget, Menu & Programme and that they are sufficient to ensure the safety, health and wellbeing of the young people and to provide a quality Scouting experience for the young people

Approval

- The Camp/Activity is properly planned, costed, and financed.
- Transport and travel arrangements are accurate.
- There are Parental Consent & Medical Forms for each person attending under the age of 18
- All participants are register members of Scouting Ireland.
- All Scouters are trained and currently registered.
- Others taking part in the Camp/Activity are known and approved by the Group Council.

Signed _____ Group Leader Date _____

Overnight Approval Form

Part A is used for Overnight Approval details.
The checklist and Part A constitute the Overnight Approval Form.

Part A

Ireland Abroad Country _____

Section _____ Group _____

Description of activity _____

Location/Address _____

Date from _____ to _____ No. of nights _____

Scouter in charge/Youth Member in Charge _____

email _____

Address _____

Phone numbers Mob _____ Home _____

Work (if permissible to contact) _____

Has the Scouter in Charge completed the appropriate overnight training?

Yes No

First aider

Designated person _____ Available at location

Yes No

Other adults attending the overnight activity (Scouters and other adults*)

Details of group

| | | | | | | |
|---------------|--------------------------|-----------------|--------------------------|-------|--------------------------|---|
| Male youths | <input type="checkbox"/> | Female youths | <input type="checkbox"/> | Total | <input type="checkbox"/> | Ratio of Scouters to young people |
| Male scouters | <input type="checkbox"/> | Female scouters | <input type="checkbox"/> | Total | <input type="checkbox"/> | <input type="checkbox"/> |
| Male others* | <input type="checkbox"/> | Females others* | <input type="checkbox"/> | Total | <input type="checkbox"/> | Not to be included in Scouter/ young people ratio |

Overall total travelling

Included with this application are

Budget Activity consent forms Programme Menu

* as per policy document 'Non - member Adults on Scouting Activities' SID 36/05

International Form

Part B

This International Form (Part B) is supplementary to the Overnight Approval Form (Part A). For camps and activities abroad, both the Overnight Approval form and the International Form need to be completed and returned to National Office in line with Youth programme Abroad Policy SID 71.10. A copy of the 'Additional Travel Insurance Policy' and a full list of those travelling abroad must be attached to support the application for approval.

Full address of camp location _____

Dates at this location From _____ to _____ No. of nights _____

Dates travelling to _____ from _____

Details of addition insurance cover taken out for activity (copy to be included with application)

Insurance company _____

Policy number _____

Valid from _____ to _____

Details of shared Scouting experience planned for your activity (in line with Youth Programme Abroad policy SID 71.10)

Have you linked up with a Group in the country you are travelling to, if so please provide details (this is done by personal contact only - the International Department cannot provide details of Groups or establish contacts for Groups travelling abroad)

Group Name _____

Association _____

Contact Name _____ email _____

Address _____

Official use

Activity approved Date _____

Procedure

- The form is completed by the Scouter in Charge in consultation with the Youth Members involved in the planning of the activity.
- The Group Leader signs his/her approval and then the event takes place.
- The form must be with the Group Leader at a minimum of 21 days for "island of Ireland and off shore islands inclusive" based activity and in appropriate time according to the framework below for activities abroad.
- A copy of the form is sent by the Group Leader post approval to County Programme Coordinator for information only.
- Where the activity is abroad then the form (Checklist, Part A plus Part B) plus a copy of Additional Travel Insurance Policy and a list of those travelling, is sent by the Group Leader to National Office for approval by the International Commissioner in appropriate time according to the framework below for activities abroad.
- The Group Leader should keep copies of the form for record purposes in all instances, irrespective of where the activity is taking place.

Adult Scouter: Youth Member Ratio

| Section | Youth members | Adult Scouters |
|---|--------------------|----------------|
| Beaver Scouts | 4 - 16 | 3 |
| (Day trip abroad as part of a Scout Group activity only) | each additional 4 | 1 |
| | each additional 4 | 1 |
| Cub Scouts (Island of Ireland) | 4-16 | 3 |
| | each additional 8 | 1 |
| Cub Scouts Abroad (British Isles and main land Europe) | 4-16 | 3 |
| | each additional 6 | 1 |
| Scouts (Island of Ireland except youth led activities) | 4-16 | 2 |
| | each additional 8 | 1 |
| Scouts ABROAD | 4-16 | 2 |
| | each additional 8 | 1 |
| Venture Scouts except Youth led activities | 4-16 | 2 |
| | Each additional 16 | 1 |
| Rover Scouts except Youth led activities | 4 plus | 0 |
| | | |
| Rovers Scouts partaking in Service/Partnerships ABROAD | 4 plus | 1 |
| | | |

Minimum applicable timeframes

| Camp Type | Group Leader | CPC - County Programme Co-ordinator | National Office |
|--|-------------------|---|-------------------|
| | No less than | No less than | No less than |
| United Kingdom | 42 days (6 wks) | 35 days (5 wks) | 28 days (4wks) |
| Europe | 56 days (8 wks) | 49 days (7 wks) | 42 days (6wks) |
| Outside of Europe | 84 days (12 wks) | 77 days (11wks) | 70 days (10 wks) |
| All Service/ Partnership projects (Venture Scouts and Rover Scouts) | 252 days (38 wks) | 245 days (37 wks) | 238 days (36 wks) |