

FACTSHEET



Taking a SSAGO club away

FS: 20

Introduction

This factsheet acts as an introduction to the requirements when taking your club away for one or more nights in the UK. It does not apply to rallies as the organising committee submit the necessary paperwork for this.

Nights Away Notification

It is a requirement of SSAGO that at least 7 days before you go away notification of this has been received by the SSAGO Notifications Officer. This should be done by filling out the Nights Away Notification Form found in the resources section of the SSAGO website.

This form requires details of the venue and the activities being undertaken. If anyone attending is under the age of 18 then either the person in charge of the event must have a Nights Away permit or the young person must have been issued with a passport from a suitable permit holder to state that they are capable of attending and have the necessary skills to attend. More information about event passports can be gained from:
http://www.scoutbase.org.uk/library/hq/docs/por/2006/9_60.htm#rule_9.61

'InTouch' System

The Nights Away Notification Form requires the name and contact details of an allocated person who can be contacted in case of emergency. This person may be a member of the group

taking part in the overnight activity if this is deemed appropriate or may be a third party not involved. Full details of the 'InTouch' System can be found in the 'InTouch Policy Document' found in the resources section of the SSAGO website.

Any person taking the responsibility of designated contact for an event should be given a the SSAGO Emergency Procedures Policy, appendix 2 of the InTouch Policy Document. This details the necessary procedure in case of accident or incident.

For full information on accident and incident reporting see the 'Accident and Incident Reporting' Policy Document. The designated person should be aware of the full procedure, including the possible additional necessity for contacting Girlguiding UK's PR representative.

Clubs must also decide how participants on an event should be contacted in the case of an emergency. If this is to go through a designated Third Party the contact for this person must be circulated to all participants in plenty of time for them to get it to necessary relatives and/or friends.

When the designated person is a Third Party, not on the event

Whilst in most occasions those dealing with an accident or incident would report it there may be times when this can not occur and thus leaving your designated Third Party briefed and prepared is the best plan of action.

The Third Party should have full details of the venue, plus any adventurous activities planned. They must also have an emergency contact for EVERYONE attending the event.

Participant's Details

Before taking your club away it is essential that certain information is gathered. This information is:

- Emergency Contact Details
- Any medical conditions
- Any dietary requirements
- Any medication being taken

This will help with planning activities and menus but will also prepare your organising team should anything occur whilst you are away. This information should be kept confidential, it would be advisable that one person takes responsibility for checking this information; the recommended person would be the appointed first aider(s) for the trip.

The SSAGO Information Form found in the appendix of the InTouch Policy Document can be used to gather this information if required. This information may be gathered and stored for the lifetime of someone's membership to a SSAGO club but those organising the night away should ensure that members have a chance to update the information as required.

Pre-departure preparation

Before departing ensure that all participants are prepared. It is advisable to provide a kit list, especially if there are to be wet/dirty activities. Keep an eye on the weather, especially if you are camping, to ensure everyone has the correct equipment; be this waterproof clothing, extra layers for warmth or suntan lotion!

Ensure you take booking details for your venue, including a contact name and telephone number with you in case

of problems on arrival or delays enroute.

Activities whilst away

If any adventurous activities are being undertaken whilst away the SSAGO Notifications Manager needs to be informed of this at least 3 days before the event. This is done by submitting an 'Adventurous Activities Notification' form, found in the resources section of the SSAGO website. Details about adventurous activities can be found in the 'Doing Adventurous Activities' factsheet.