



Module 17

Running Safe Activities

A Review of the Module



Module 17 enables adults to plan and implement exciting, safe and developmental outdoor activities for the young people in their Section.

Key Objectives

There are **ten** overall objectives for this module:

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| <ol style="list-style-type: none"> Describe the role and responsibilities of Leaders, Group Scout Leaders and District Commissioners with regard to activities that do not require formal Activity Permits (weekly meetings, visits and trips, activities in Terrain Zero, Class C Waters etc.). Explain how Policy, Organisation and Rules and activities factsheets detail the requirements and provide guidance on a wide range of Scouting activities. Plan suitable outdoor activities taking into account the age, experience and fitness of the group, any Special Needs, the activity involved and the anticipated weather conditions. Explain the purpose and operation of the InTouch and parental information systems and be able to | <ol style="list-style-type: none"> implement them for all appropriate activities. Select adequate and appropriate clothing, footwear, personal and group equipment for the activity and weather conditions. Explain the importance of maintaining the correct adult to young person ratio during all activities. Outline the difficulties of operating with large numbers of young people as a single group. Undertake appropriate Risk Assessments before and during activities. Manage a group during activities through the appropriate use of delegation, decision-making, group control and good communication. Understand the role and responsibilities of the leader in charge |
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Resource and Support Material

- POR - Emergency Procedure Rules (chapter 7) & InTouch Rules (9.3 & 9.5)
- [Emergency Procedures Card](#) (purple card) - This is available as a printed card from the Scout Information Centre and Scout Shops (free)
- [Safety checklist for Leaders](#) (white card) – Also available as a printed card from the Scout Information Centre and Scout Shops (free)
- [Safety – Practical Tips \(FS320012\)](#)
- [Factsheet providing details of InTouch \(FS120075\)](#)
- [Activities - Risk Assessment \(FS120000\)](#)
- [Activity Information Form \(FS120081\)](#)
- [Accidents: a guide to reporting for leaders and commissioners \(FS120079\)](#)
- [Nights Away Permit Scheme – Applicants' Guide \(FS120801\)](#)
- [Adventurous Activity Permit Scheme \(FS120100\)](#)
- www.Scouts.org.uk > [Member resources](#) > [Activities](#) > [Find an Activity \(A-Z of all permitted Scouting activities\)](#)

How to use this review sheet:

- This sheet is NOT an alternative to Module 17 training.
- It can be used by Training Advisers to help decide if training is required.
- It can be used as a review for those who have attended or completed Module 17 training.

To validate this module the learner will need to complete two of the following:

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| <ol style="list-style-type: none"> Plan an activity, taking into account: <ul style="list-style-type: none"> the age, experience, fitness and additional needs of the group the rules related to the activity (including adult to young person ratios; any activity rules; gaining approval from the relevant Commissioner etc.) any clothing, footwear, personal and group equipment needed for the activity and anticipated weather conditions the need for a risk assessment to be carried out and communicated effectively the need for an InTouch system to be in place. | <ol style="list-style-type: none"> Act as the leader in charge for an activity, taking into account the need to: <ul style="list-style-type: none"> oversee the activity (ensuring that registers, headcounts etc. are in place) co-ordinate the adults involved in the activity, allocating roles to specific adults and ensuring that they are clear on what they need to do communicate relevant instructions, guidance and rules to young people involved in the activity carry out dynamic risk assessment. Any other ideas subject to agreement with your Training Adviser |
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Module 17: Activities Outdoors

'Young people join Scouting for camping and exciting outdoor activities and leave when they don't get them'.

A vital part of a Balanced Programme:

activities outdoors -

- are fun and adventurous;
- they help young people to develop physically and take responsibility for themselves and others;
- they help young people discover the outdoors.

- Beaver Scouts: Exploring the world Around Us
- Cub Scouts: Outdoor Scouting
- Scouts: Scoutcraft and Adventure
- Explorer Scouts: Outdoors
- Scout Network: Outdoors.

Activities which require formal Activity Permits:

- Water Activities (except Class C Waters and not inclusive of swimming)
- Hill walking (except Terrain Zero)
- Off road cycling (except Terrain Zero)

- Snowsports (except Terrain Zero or artificial)
- Caving
- Climbing and abseiling.
- Hovercrafting

Scouting-Led Activities: the Seven Steps:

1. Check Policy, Organisation and Rules.
 2. Check relevant factsheets.
 3. Check if an Activity Permit is required.
 4. Check whether further insurance is required.
 5. Check whether Headquarters requires notification.
 6. Complete a risk assessment.
 7. Plan InTouch System.
- Obtain commissioner approval.

Commercially-Led Activities: the Seven Steps:

1. Check Policy, Organisation and Rules.
2. Check whether an AALA licence is required.
3. If not, check qualifications of those running the activity.
4. Check whether the provider has personal liability insurance.
5. Check whether further insurance is required.
6. Check whether Headquarters requires notification.
7. Plan InTouch System.
8. Obtain Commissioner approval.

Details of points 1-5 are given in www.scouts.org.uk > **Member resources** > **Activities** > **Find an activity**

N.B. AALA = Adventurous Activities Licensing Authority. See **FS120086 - Commercially-Led Activities Index**

Planning Safe Activities Outdoors:

- identify the guidance that needs to be followed (based on the Seven Steps)
- identify an appropriate adult to young person ratio
- take into account the age group, training, experience, Special Needs etc. of the young people involved
- consider the size of the group involved (and the need/possibility of splitting into separate groups)
- take into account external factors such as the venue, anticipated weather etc.
- consider the necessary personal equipment, clothing and footwear for the activity
- consider the necessary group equipment for the activity (First Aid kit, communication equipment etc.)
- identify the method(s) of monitoring and supervising the activity
- consider the need to provide parents with information (based upon the Activity Information Form)
- consider the need to plan an InTouch system (based upon the InTouch factsheet).
- ensure constant compliance with the Activity Permit Scheme (where applicable)

Emergency Procedures:

1. Deal with the incident (e.g. First Aid, call emergency services, take to emergency department)
2. Inform parents via InTouch system
3. Inform Scout Insurance Services via Information Centre 0845 300 1818; (any incident involving medical intervention or emergency services)

Risk Assessment (The Five Steps):

1. Look for the hazards (how can people be hurt or damage caused?)
2. Decide who might be harmed, and how
3. Evaluate the risks (what controls exist already?)
4. Record your findings (what additional controls are needed?)
5. Review and revise

Terrain definitions (see POR for details):

Terrain 0: Below 500 metres ASL. Within 30 minutes from a road or house. No scrambling.
Terrain 1: Between 500 and 800 metres. Within 3 hours of a road or house. No scrambling.
Terrain 2: Above 800 metres ASL. More than 3 hours from a road or house. Can include scrambling.

And finally: those adult/child ratios:

Beavers: 1:6 **plus** Leader in charge (don't count young leaders)
Cubs: 1:8 **plus** Leader in charge
Scouts: not fixed, except for Nights Away (1:12)
Explorers: Level of adult supervision (if any) to be determined