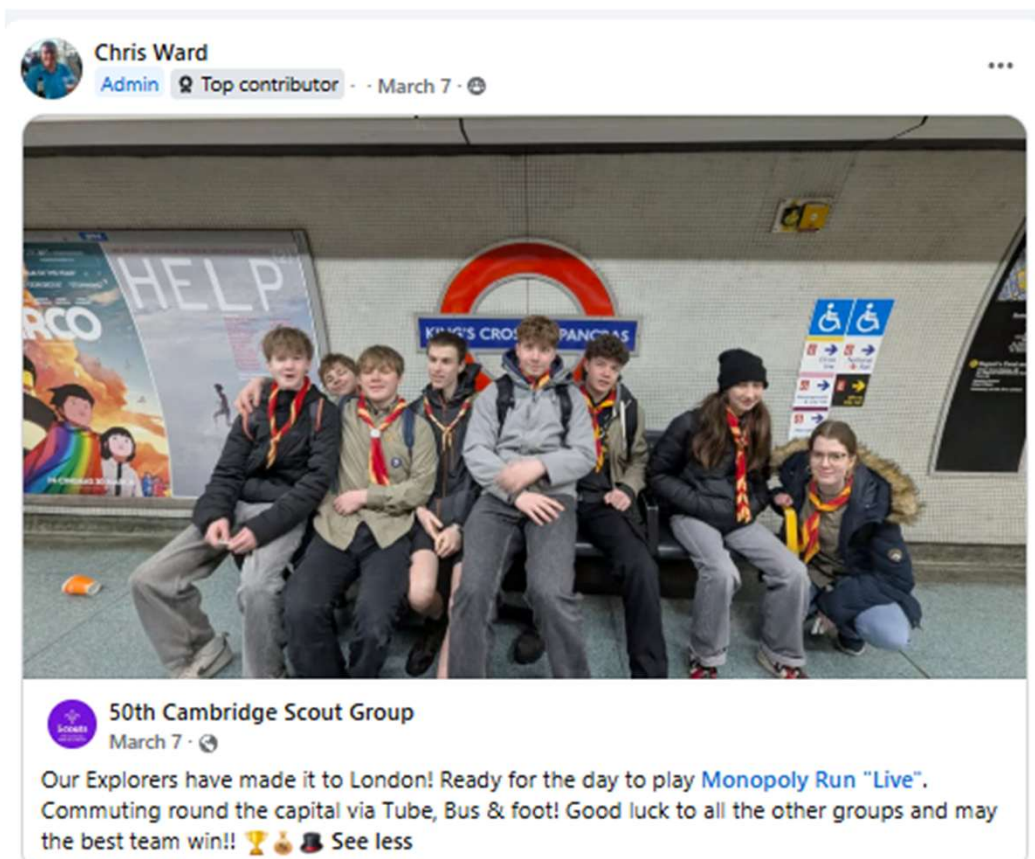


Workshop 2 (60 minutes)

Keeping everyone Safe

Monopoly Run / Young Leaders



Workshop 2

Keeping Young People Safe in Scouting

In this session, we will explore some Safety related topics:

- Nights Away
- Adventurous Activities
- Incident Management
- Premises / meeting places
- Safeguarding
- Compliance

Also, we will cover Learning and Trustee Responsibilities

Keeping Young People Safe in Scouting Nights Away



Granting Permits

- Permits must only be granted to members of The Scout Association.
- Nights Away Permits are not section-specific. Districts and Counties must not issue nights away permits restricted to a specific section.
- Permits must be renewed at intervals of not more than five years.

Assessment

- An applicant must be assessed by a Nights Away Assessor appointed by the District or County Lead Volunteer or Programme Team, who should recommend a level of permit to be granted.
- Assessments must be conducted in accordance with the process and content of the Nights away permit scheme.

Keeping Young People Safe in Scouting

Nights Away: 4 areas assessed to gain a permit



Technical Competence: 8 core skill areas required to run a nights away event. Usually achieved through practical assessment of running an event

Scout Association Rules: is applicant aware of rules and guidance for running nights away events in Scouts

Safety and Safeguarding: DBS Disclosure check, Safety and Safeguarding learning complete

Personal Suitability: applicant is suitable (in terms of attitude) to be running a nights away event for young people

Keeping Young People Safe in Scouting Nights Away



Notification and approval of a nights away activity

- Leader in charge must make sure that notification (i.e. NAN Form contents) is submitted to the District or County Lead Volunteer or Nights Away Approver in each case. If the activity involves young people from multiple Districts, the nights away approval process for each District must be followed.
- It is recommended that the nights away notification is submitted at least seven days before the activity commences.
- Nights away activities comprising only adults must be notified to the District or County Lead Volunteer or Nights Away Approver in each case.
- A nights away activity must not begin until formally approved by the District or County Lead Volunteer or Nights Away Approver in each case.

Keeping Young People Safe in Scouting

Nights Away – Permit assessors / permit holders



35 Nights Away Assessors and 425 permit holders in Cambridgeshire

	Nights away assessors
Cambridge	2
Crafts Hill	2
Cromwell	4
Ely	7
Fenland	4
Hinchingbrooke	5
Newmarket	3
Peterborough	5
County	3
	35

	Nights away permit holders
Cambridge	88
Crafts Hill	55
Cromwell	69
Ely	31
Fenland	32
Hinchingbrooke	59
Newmarket	38
Peterborough	48
County	5
	425

Keeping Young People Safe in Scouting

Adventurous Activity permits



- Permits are granted by a District or County Lead Volunteer on the recommendation of an Assessor and following the process and content of the [Adventurous Activity Permit Scheme \(FS120100\)](#).
- Permits may be granted for Personal, Leadership and Supervisory. Details of which type(s) are available for each activity are shown in the [Adventurous Activity Permit Scheme \(FS120100\)](#).
- The remit of each permit is found in the appropriate factsheet for the activity, although all permits may have additional restrictions placed on them based on the skills and experience of the permit holder. This is the [list of all activities](#).
- Recommendations for granting of permits are made by County Adventurous Activity Assessors and external assessors who meet the assessor requirements outlined in [Adventurous Activity Permit Scheme – Approved Assessors \(FS120104\)](#)

Keeping Young People Safe in Scouting

Adventurous Activity permits



- First Aid - all groups undertaking adventurous activities must have access to:
 - someone (this need not be the permit holder) holding a relevant and current first aid qualification.
 - suitable first aid materials.
 - For adventurous activities this must be immediate access. First aid skills required should be identified by the risk assessment, but minimum qualifications (or equivalents) must be met.
- Once granted a permit, an activity leader may operate with members from another District or County, following the normal approval of the District Lead Volunteer or County Lead Volunteer of the members concerned.
- Permit(s) automatically expire when a permit holder leaves Scouts or no longer has a role which allows them to lead regulated activity
- A Lead Volunteer must review and further restrict or cancel their permit where a permit holder is not following the activity rules or is running the activity in an unsafe manner

Keeping Young People Safe in Scouting Adventurous Activities - County opportunities



Currently 451 permit holders in County

- Water: 289 (Canoeing / Kayaking: 194, SUP: 30, Yachting: 29, Narrowboating: 28 and other: 7)
- Land: 72 (Hillwalking: 49, Climbing / Abseiling: 23)
- Archery: 81

Permit Assessors: 35 (Water: 26, Hillwalking, climbing and abseiling: 8 and Archery: 1)

Opportunities for Adventurous Activities in Cambridgeshire

- County Programme Team Leader – Bob Groom
- CambsMAT hillwalking weekends – Tony Best
- Splash water activities, August 2026 – Simon Keen

Workshop 2

Keeping Young People Safe in Scouting Incident Management



- New Purple Card / Safe Scouting poster
- Safety Checklist reminder
- Incident support from HQ

Workshop 2

Keeping Young People Safe in Scouting Incident Management

Safe Scouting: What to do in an emergency

Read the Purple Card to find out what to do in an emergency

Quick links

Incident reporting >

Call UK Headquarters immediately (24 hours) on 0345 300 1818 or +44 20 8433 7100 if:

Call UK Headquarters immediately (24 hours) on 0345 300 1818 or +44 20 8433 7100 if:

- A fatality occurs as a consequence of a Scouting activity
- A likely hospital stay of 3 or more days is required
- Multiple casualties from a reportable incident with overnight hospitalisation
- Collapse of a significant structure (whether injury was suffered or not)

Reporting a Safety incident to Headquarters

[Click here to report your incident to Headquarters](#)

If you have a safeguarding concerns

[Follow the Safeguarding Code of Conduct for Adults \(Yellow Card\)](#)

In an emergency, follow these steps and guidance

Step 1: Assess the danger to yourself and others

Before you help anyone, you've got to make sure you're safe. If needed, stop the activity to prevent further harm.

Where are we?

- Is there something dangerous nearby?
- Do we need to move people to a safer place first?

What's dangerous?

- Are there any hidden dangers? For example, broken glass, or something slippery?
- Are there other things that could hurt you or anyone else trying to help?

Step 2: Assess/Administer first aid

- Do you need extra help or expertise?
 - If yes, raise the alarm and get help.

slippery?

- Are there other things that could hurt you or anyone else trying to help?

Step 2: Assess/Administer first aid

- Do you need extra help or expertise?
 - If yes, raise the alarm and get help.
 - Continue to administer first aid as appropriate.
- Prioritise casualty care based on injuries.
- Try to note down what you do, if possible, including times.

Step 3: Raise the alarm and get help

- Contact the emergency services for help as soon as possible. Gather details to share with them.
- Find out your exact location (#W3W/OS Grid Ref), who you are with (including numbers), and get someone to guide emergency services to you.

Step 4: Keep everyone safe, well, and updated

- Look after yourself.
- Keep focused on the other people and their safety and wellbeing. Work together with your team to do this.
- Keep emergency services and your designated InTouch contact* updated on any developments, including when the situation has been resolved.

** This could be your emergency contact for international trips, your Group or District Lead Volunteer, or a pre-arranged third-party individual.*

Step 5: Reporting

- Call UK Headquarters as described for incidents shown overleaf. Inform and report to your Group/District Lead Volunteer using your local reporting processes.
- Report to UK Headquarters at the earliest opportunity for near misses and reportable incidents – scouts.org.uk/safetyreporting.
- Notify external agencies as soon as possible (supported by UK Headquarters) about the incident, where applicable.

Incident severity levels for reporting to UK Headquarters

Near miss: Unplanned event which has the potential to cause harm but did not on this occasion.

Reportable incident: An incident requiring medical intervention (e.g. pharmacist, GP, hospital, urgent treatment centre, clinic, or dentist), or involving emergency service rescue, or damage to third-party property.

POR Chapter 7 – Emergency procedures

Read more about our emergency Policy, Organisations and Rules (POR) Chapter 7

[POR Chapter 7 – Emergency procedures](#)

Useful links and resources

[Online incident reporting form](#)
[When and how to report to external agencies](#)
[Reporting and recording Safety Incidents](#)
[Learning from incidents guidance](#)

Key points

- Do keep a record of any actions and communications, including details of others who may have seen what happened.
- Do keep calm and ask for support where needed. Don't try to handle things on your own.
- If appropriate, take pictures of the location sensitively to help record what happened. This will help you remember the details and assist with learning.
- Don't be concerned about establishing fault.
- Do refer all news and social media posts to the UK Duty Officer and seek support before talking to the media by calling UK Headquarters.
- Don't initiate contact with the news media or post on social media (and discourage others from doing so).
- For any Safeguarding concerns, follow the Safeguarding Code of Conduct for Adults (Yellow Card).

Local reporting and what to do

- **Inform your Lead Volunteer.** Get in touch with your Group or District Lead Volunteer as soon as possible.
- **Record what happened.** Record the key facts clearly and accurately. Write them down or take photos or videos, if appropriate.
- **Keep the records safe.** They may be used to support safety learning reviews or be requested after the incident.

Workshop 2

Keeping Young People Safe in Scouting

Safety Checklist

Safety Checklists

For Team Members



Everyone's responsibility

Safety is a **shared responsibility** in Scouts. We acknowledge that life, and by extension, our programmes, are not without risk. As Scouts, we strive to manage these risks to wellbeing and safety, aiming to reduce them to the lowest level reasonably practicable. Identifying and proportionately managing risk is a lifelong skill that we aim to foster, develop and enhance in all our members.

scouts.org.uk/safety Version 7 May 2026

This Safety checklist card is designed to help all Team Members understand their role in creating safe, inclusive and adventurous Scout experiences. It reflects Scouts' latest policy and guidance to help you meet your responsibilities and work with your team to keep everyone safe.

Your role as a Team Member

As a Team Member, you're at the heart of delivering Scouts safety. Your role is not to remove all risk or carry the burden alone. You will:

- **Plan** safe and adventurous experiences while considering the different needs of your young people.
- **Assess** the risks of your activity and **Do** put sensible, proportionate controls in place, adapting if conditions change.
- **Check** your safety measures are working during your activity and review them again afterwards. It's OK to stop or pause an activity if you have concerns.

Staying Safe – White Card

The Staying Safe – Safety Checklist is a pocket checklist aimed to help all adults working with young people to fulfil their role and responsibilities in managing and supporting safety in Scouting. Three versions are available:

[Safety Checklist for Executive Committees](#) (Trustee Boards)

[Safety Checklist for Team Members](#)

[Safety Checklist for Managers](#) (Lead Volunteers)

Workshop 2

Keeping Young People Safe in Scouting

Incident support from Scouts Safety Team



- Support in managing Safety incidents is provided by the Scouts Safety Team: safety@scouts.org.uk
 - Incident reporting
 - Near miss reporting
 - Lessons learned
 - Issues arising from the incident

Workshop 2

Keeping Young People Safe in Scouting

Premises Safety



Safe Scouting Premises Audit

Completed by: [name and role]	Date audit undertaken:
Premises Name & Location:	Area inspected: Whole site
Responsible to: [identify the relevant Trustee Board responsible]	Responsible Lead Volunteer:

Observations	Process / Controls in Place	Further Actions Required Priority – H / M / L ?	Date Required	Responsible Person	Date Completed
This first part includes checks relevant to nearly all types of premises.					
1. Organisation of safety and management of the premises					

- Is this in place for your Group / 14-24 Team / Unit?

[Safe Scouting Premises Audit | Scouts](#)

[Managing a safe Scout premises | Scouts](#)

Workshop 2

Keeping Young People Safe in Scouting

Premises Safety



- Safe Scouting Premises Audit Tool is a checklist designed for those who manage and operate any Scouting premises, be it your regular Group meeting place, a campsite or activity centre. If you rent the use of a meeting place, ensure your landlord has these checks and controls in place and ask to see a copy.
- Once complete the audit should be reviewed regularly, no less than annually and should form a discussion for the relevant Trustee Board and management committee in order to identify what is going well and areas for improvement.

Keeping Young People Safe in Scouting

Table discussion – 10 minutes



- How do you approach Safety across your Scout Group and 14 to 24 teams?
- What are your successes and what are the challenges?

Please provide your feedback using the Post-It pads provided. Also note using the Post-Its' any questions or general comments / feedback.

Keeping Young People Safe in Scouting Safeguarding



- Disclosure management - 30 days for DBS Disclosure to be issued to Authority) input/approval to be submitted)
- Reporting concerns - we all have a requirement to report)
- Managing Incidents - led by UK Scouts Safeguarding team
- Yellow Card reminder
- Compliance

Keeping Young People Safe in Scouting

Yellow Card reminder

Safeguarding Code of Conduct for Adults

Read the Safeguarding Code of Conduct, also known as the Yellow Card, that all adults in Scouts must follow

Quick links

Report a safeguarding concern online >

Our Safeguarding Code of Conduct for Adults (Yellow Card) requires everyone to report any concern directly to the UK HQ Safeguarding Team.

This makes sure that we're aware of concerns as soon as possible and can put measures in place to minimise risks to children, young people and adults at risk.

The UK HQ Safeguarding team is on hand to provide volunteers with advice, support and guidance from the moment a concern is reported. If a volunteer informs another member about the concern, then both individuals must then report directly to the UK HQ Safeguarding team.

Read our Yellow Card FAQs but if you have any further queries, please direct them to the Scout Support Centre via support@scouts.org.uk.

Yellow Card (version 8)

Safeguarding Code of Conduct for Adults

Do remember that you are a role model at all times, inside and outside of Scouts. You must set a good example for others to follow.

Do treat everyone with dignity and respect in line with the Scout Values.

Do treat all young people equally – do not show favouritism

Do follow the adult-to-young-people ratios at all times.

Do remember that you have been placed in a position of trust – do not abuse this trust.

Do report all safeguarding concerns directly to the Safeguarding Team as soon as possible, and always within 24 hours

Do contact the Safeguarding Team if you receive details of any statutory agency (for example, the police, the Local Authority Designated Officer (LADO) or children's services) involvement regarding a member.

Do remember that someone may misinterpret your actions.

Do respect children's and young people's right to personal privacy.

Yellow Card

The welfare of children and young people is our priority. Every adult should have a copy of the Yellow Card Safeguarding Code of Conduct for Adults. It is designed so you can keep it with you at all times during Scouting activities.

[Order a free copy from Scout Store.](#)

[Download the Yellow Card](#)

Yellow Card - Welsh version

[Order a free copy from Scout Store.](#)

[Download the Yellow Card in Welsh](#)

Yellow Card poster

[Order a free copy from Scout Store.](#)

[Download the Yellow Card poster](#)

Yellow Card poster - Welsh version

[Order a free copy from Scout Store.](#)

[Download the Yellow Card poster - Welsh](#)

Childline poster for young people

[Order a free copy from Scout Store.](#)

If a child or young person tells you about a concern, you must do the following:

1. Allow them to speak without interruption, and accept what they say.
2. Be understanding and reassuring, but do not give your opinion.
3. Tell them you will try to help but must pass the information on.
4. Write careful notes of what was said using the actual words used.
5. Make sure that Scout activities do not cause further risk to their safety.
6. Contact the Safeguarding Team.

If you are concerned about the welfare of a child or young person, there is a concern, complaint or allegation, about you or another adult inside or outside of Scouts, you must do the following:

1. Write careful notes of what was said using the actual words used.
2. Do not ask leading questions or try to find out whether the concern is justified.
3. Make sure that Scouting does not cause further risk to your or their welfare.
4. Contact the Safeguarding Team.

Procedure for reporting safeguarding concerns

1. Gather the necessary information

- Make sure that you have the name, date of birth, address and phone number of each person involved with the concern.
- Find out when the people involved will next be at a Scout meeting or activity.

2. Contact the Safeguarding Team

- Use the reporting form on the Scouts website to report the concern to the Safeguarding Team. Include as much information as possible.
- If you can't fill in the form online, call +44(0)20 8433 7164 (9am to 5pm, Monday to Friday) or email safeguarding@scouts.org.uk
- In an emergency outside the above times, you can contact the Safeguarding Team by calling the Scouts Support Centre on +44(0)345 300 1818.
- Follow the Safeguarding Team's advice and take no further action unless they tell you to.
- Ask questions if you're not sure what to do.

If you have a concern:

It is your duty to report all safeguarding concerns, whether you are told about them directly or indirectly, as soon as possible (always within 24 hours). If you are not sure what to do, or you are not sure if a concern has been reported, contact the Safeguarding Team.

If a child or young person is at immediate risk of harm, call **999** or **112** and ask for the police. Tell the Safeguarding Team you have done this.

You can also call the NSPCC on **0808 800 5000** or email them at help@nspcc.org.uk

Note: this is an extract not the full Yellow Card

[Safeguarding Code of Conduct for Adults - Yellow Card | Scouts](#)

Keeping Young People Safe in Scouting

DBS Disclosure compliance



DBS Disclosure compliance

- For new volunteers, Disclosure application must be 'Forwarded to Authority' or 'Disclosure Issued' within 30 days of joining, if not membership is temporarily Suspended
- For existing volunteers Disclosure application must be 'Forwarded to Authority' or 'Disclosure Issued' before the current Disclosure Expiry date, if not membership is temporarily Suspended
- If the Disclosure application is 'Forwarded to Authority' within 30 days of joining or before expiry, the volunteer can take part in scouting activities under supervision of a volunteer who has a valid criminal record check but cannot attend any overnight activities.
- Suspension is lifted automatically when 'Disclosure Issued'

Keeping Young People Safe in Scouting

Mandatory learning compliance

- Safety and Safeguarding learning
 - New volunteers must complete Safety and Safeguarding learning within 30 days of joining
 - Existing volunteers must complete before expiry date shown in My Membership
 - If not, the volunteer is asked to take a break from Scouts until the learning is complete. They are unable to attend meetings during this time
 - A temporary Suspension of membership which gets reinstated automatically on completion

Keeping Young People Safe in Scouting

Table discussion – 10 minutes



- How do you encourage learning compliance across your Scout Group and 14 to 24 teams?
- What are your successes and what are the challenges?

Please provide your feedback using the Post-It pads provided. Also note using the Post-Its' any questions or general comments / feedback.

Keeping Young People Safe in Scouting

Learning overview

Growing roots: (mixture 30 and 180 days to complete)

All roles – Data Protection, Creating inclusion, who we are and what we do.

All roles (*Keeping Young people and adults safe in Scouting*) – Safety and Safeguarding

Some roles – Delivering a great programme, Leading scout volunteers, Being a trustee

Branching Out: (no time limit)

New modules are coming 2026 and 2027 however the existing modules are still available until phased out as the new modules come in:

Module 8 Skills of leadership	Module 9 Working with adults
Module 13 Growing the section	Module 16 residential
Module 18 Practical skills	Module 19 International
Module 25 Assessing learning	Module 38 Skills for Residential experiences

Keeping Young People Safe in Scouting Learning, Induction and support - Steve



Manager and Support Learning:

- Review of the material and presentation is currently being worked on.
- Relaunch as a National and local Regional provision due October 2026
- Both face to face and online webinar style delivery

Group Lead Volunteer induction webinars: scouts.org.uk/events/group-lead-volunteer-induction-workshops

Support materials for Group Lead Volunteers:

- Development planning, The review process, Following rules and policy, Young leaders, Managing issues and situations, Growing scouts, Growing support
- Resources: Induction Checklist, GLV Annual planner, Group RAG toolkit, Group Development Plan templates

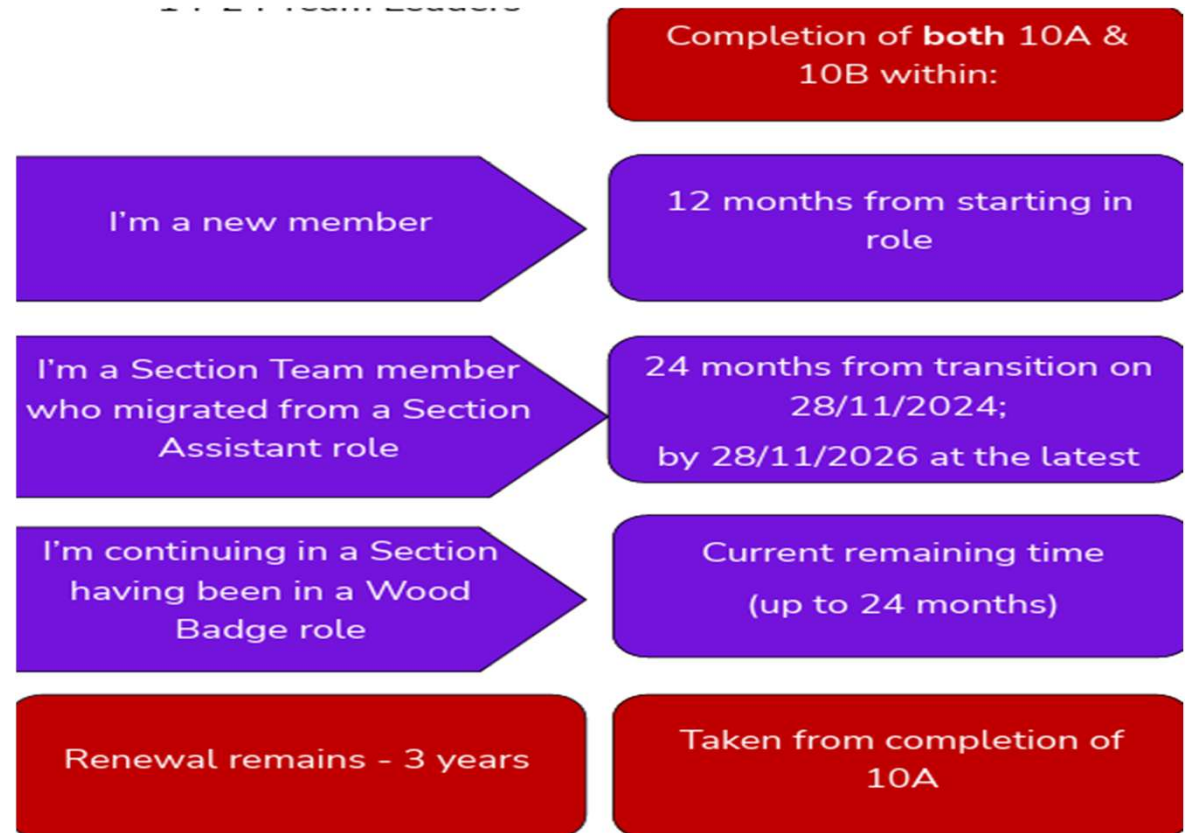
scouts.org.uk/volunteers/running-things-locally/tools-to-support-leadership-teams/welcoming-volunteers/induction/group-lead-volunteer-induction/

First Response: Who needs it and by when?

Role and Accreditation holders required to have First Response

- Section Team Members
- Section Team Leaders
- Group Lead Volunteers
- 14-24 Team Leaders
- First Response Trainers
- Those reasonably expected to work directly with young people on a regular basis.

Transitional dates from Go-Live (28 November 24) by when First Response must be completed:



Keeping Young People Safe in Scouting

Trustees' Responsibility For Safety and Safeguarding



- Trustees have a pivotal role in overseeing, supporting, monitoring, and reviewing safe practices.
- Work with and support the operational team to set expectations and make sure safety and safeguarding measures are effective. The support of Safety and safeguarding in the Group is critical in making Safe Scouting the norm.
- Trustee Board should be challenging the operational team and the activities the Group are carrying out by building a strong relationship with the Group Lead Volunteer and supporting them and the wider operational team.
- Bring in expert help and advice when specialist knowledge is needed such as with electrical installations, management of asbestos etc.
- Trustees should be leading by example by having Safety and Safeguarding on every Trustee Board Meeting Agenda. When you see a risk or a hazard address it promptly.

Keeping Young People Safe in Scouting - Steve

Trustees' Responsibility For Safety and Safeguarding



Areas that Trustees can look at supporting the Group Lead Volunteer and wider operational team with are:

- Monitoring the learning and training compliance of the whole Group, where are the gaps and to remove barriers to training etc.
- Monitoring and jointly reviewing incident reports with the Group Lead Volunteer
- Regularly checking in on safety issues
- Regularly reviewing the Groups Risk register
- Have the building manager report back directly to the Trustee Board as to the condition and any issues arising from the premises and facilities including fire safety, maintenance, security, access etc.
- Ensuring that Risk Assessments are being carried out across the whole of the group and helping with the review of any of those if needed.

Resources that are available to support trustees with this responsibility are:

- P.O.R.
- Safety Checklist Cards
- Trustee Board Basics – Guidance and support for Trustees (scouts.org.uk/trusteebasics)
- Safe Scouting Premises Audit (scouts.org.uk/premisesaudittool)
- Safety Case Studies (scouts.org.uk/safetycasestudies)