

Nights Away Notification

Purpose and use: This form provides the information a Commissioner (or their nominee) requires to APPROVE an event to take place (i.e. POR 9.1.2). The Permit holder is responsible for ensuring the appropriate Commissioner is informed about each section attending a nights away event (even a District or County event). For all Nights Away events the information below should be with your Commissioner (or their nominee) **at least 7 days before the event** (in normal circumstances). How the information is passed on will depend on local arrangements, but must be documented. Please ensure your Group Scout Leader / District Explorer Scout Commissioner is aware of the event.

The event must not go ahead until the Commissioner (or their nominee) has confirmed their approval.

Data protection: This form is used to collect information about you and your team for the purpose of approving this nights away activity, this is to be used by your Commissioner. As part of this form we collect personal data about you and your team, this detail is required so that we can check that everyone meets the membership and vetting requirements for the event and that appropriate permit holders are in place. We do not share your personal data provided in this form with any third parties. We take your personal data privacy seriously. The data you provide to us is securely stored (based on local arrangements) and we will keep the data we capture from this form for 2 months after the event for any queries that arise then it will be securely destroyed. For further detail on our retention periods please visit our [Data Protection Policy](#).

Event information											
Type of event (eg sleepover, hike, Pack Holiday etc)											
Group				Section(s)	SS <input type="checkbox"/> BS <input type="checkbox"/> CS <input type="checkbox"/> S <input type="checkbox"/> ES <input type="checkbox"/>						
District	Barnet Borough										
Approximate numbers attending	SS		BS		CS		S		ES		Adults
Is the event being run using Event Passports?				Yes <input type="checkbox"/>		No <input type="checkbox"/>					
Event dates	from				to				Number of nights		
Venue name							Telephone				
Venue address									Postcode		
Please check the Prohibited and restricted campsites directory on scouts.org.uk to ensure that your site is not in a restricted area											

Event leadership information				
Permit Holder's name			Telephone	
Permit Holder's Membership number			Email	
Event Leader's name (if not permit holder)			Telephone	
Event Leader's Membership number			Email	
Names of all adult members that are attending (with membership numbers) plus all other adults eg parents, guardians etc				

Activities	
Please list activities that require permits or qualifications (including any planned contingency activities), providing details of the activity leader or provider ie names of individuals, businesses or organisations providing the activities	

Planning and preparation

As part of the *planning and preparation* for the *Nights Away* event the following documentation should be in place: programmes, attendance information, medical and emergency contact information for attendees, InTouch system, menus and written risk assessments.

You must provide written risk assessments along with this form to your Commissioner (or their nominee). Other documentation (listed above) does not need to be provided with this form but must be available on request.

InTouch Details (please provide details of your InTouch system and the main contacts in the event of an emergency)	
Risk Assessment	I confirm that the written risk assessments for this Nights Away event have been shared with the responsible Commissioner (or their nominee). <input type="checkbox"/>
	I confirm that the risks and control measures will be communicated to all adults and young people involved in the event, in an appropriate manner. <input type="checkbox"/>
Contingency Plans	I confirm that if the planned activities cannot take place during this Nights Away event, the leadership team have considered alternatives and they will be carried out as per the local approval process. <input type="checkbox"/>
Group Scout Leader / District Explorer Scout Commissioner	I confirm that the Group Scout Leader / District Explorer Scout Commissioner is aware of this event taking place. <input type="checkbox"/>

Approval

All *Nights Away* events require approval by the relevant Commissioner (or their nominee). This section documents the approval and must be completed by the Commissioner (or their nominee).

By approving this *Nights Away* event, I confirm that the information provided has been checked to meet the requirements set out in POR for *Nights Away* events and I am satisfied this event can take place.

Approver's name			
Approver's role		Approver's Membership number	
Date approved			

When approved, the Event Leader or Permit Holder should be notified. Should significant changes be made to the plans for this *Nights Away* event, the Approver will be notified by the Event Leader or Permit Holder.

Abbreviations SS = Squirrel Scouts, BS = Beaver Scouts, CS = Cub Scouts, S = Scouts, ES = Explorer Scouts
