

10.1 - APPROVAL OF SCOUTING ACTIVITIES

Definition

1. For the purposes of this policy an 'activity' is defined as any Scouting pursuit which is conducted away from the normal meeting place of the participants, or which is of a prescribed nature. *Scouts* refers to registered members of the Scout Association.

Duty of Care

2. Any person in the Association who is leading an activity has a duty to care for the welfare of the other participants by properly planning the activity, including the assessment of risks, undertaking the necessary training to carry the activity out safely, and by gaining the necessary approval to conduct the activity as planned.

3. The elements of care referred to above are, in the context of regular meetings conducted at the Group headquarters, adequately catered for through the Leader training program and the structure of the program for each Section. This policy is necessary to ensure that a person leading an activity is granted legitimate authority to have Scouts either in a place other than the normal meeting place, or engaged in Prescribed Activities.

Purpose

4. The purpose of this policy is to state how an activity authorisation is granted. An activity is 'approved' when it has been authorised in accordance with this policy.

Objective

5. The objective of this policy is to:
- a. identify who has the authority to approve an activity;
 - b. state the conditions to be met before an activity can be approved; and
 - c. identify prescribed activities which carry additional specific conditions or requirements which must be observed for the activity to be approved.

Authority to approve Scouting Activities

6. The Commissioner responsible, Group Leader, Scouter-in-Charge or the Crew Leader, (hereafter called the Approving Authority), is the person with the authority for approving Scouting activities. In order to approve an activity, the Approving Authority must:

- a. know and understand the nature and risks of the activity;
- b. know when and where the activity is scheduled to take place;
- c. know who is the person who is to be in charge of the activity; and
- d. know whether any special conditions or requirements apply to the activity.

7. Common sense needs to be applied by the Approving Authority to decide if approval of an activity needs to be escalated. For example, approval for an overseas activity probably needs approval by the Chief Commissioner.

Approving an Activity

8. An activity is approved through a record of approval by the Approving Authority. A record of approval may be:

- a. Prescribed Activities. The appropriate Activity Approval form must be used; or
- b. Non-Prescribed Activities. The appropriate Activity Approval form or email or other electronic medium may be use to record approval taking into account the matters specified in paragraph 6.

9. Records of approval are to be kept by the Approving Authority for a minimum of 6 months following the activity. If an incident or injury occurs during the activity, the record of approval is to be included as an attachment to the Incident/Injury Report.

Prescribed Activities

10. The following activities have particular conditions or requirements to be met before they can be approved:

- a. Joey Scouts Overnight activities. Policy Statement No 10.3 *Overnight Activities for Joey Scouts* is to be observed.
- b. Pack Holidays. Policy Statement No 10.4 *Overnight activities for Cub Scouts* is to be observed.
- c. Alpine Activities. Policy Statement No 10.7.1 *Alpine Activities* is to be observed.
- d. Pioneering Activities. Policy Statement No 10.7.2 *Construction Activities* is to be observed.
- e. Bushwalking Activities. Policy Statement No 10.7.3 *Land Based Expeditions* is to be observed.
- f. Rock-related Activities. Policy Statement No 10.7.4 *Rock-related Activities* is to be observed.
- g. Water activities. Policy Statement No 10.7.5 *Water Activities* is to be observed.
- h. Air Activities. Policy Statement No 10.7.6 *Air Activities* is to be observed.
- i. Motor Sports. Policy Statement No 10.7.7 *Motor Sports* is to be observed.
- j. Group Camps. Group Camps may be approved by the Group Leader or Scouter-in-Charge.
- k. Any Overnight activities. Any overnight activity, whether conducted at the Group Hall or elsewhere, must be approved in accordance with this policy.
- l. Activities without an appointed Leader present. Activities such as Patrol activities, Troop hikes or camps, or Venturer Unit activities etc require approval in accordance with this policy.

Approval Notification

11. Applications for activity approval are to be submitted to the Approving Authority in sufficient time for approval to be granted. This is generally 7 days before the Activity is scheduled to commence. Late changes to the activity, which concern the details upon which the approval was granted, are to be advised to the Approving Authority before the activity commences.

Rovers

12. The Crew Leader is responsible for ensuring that the conditions and requirements of the Prescribed Activities are observed for Rover activities. Sufficient details of the whereabouts of Rovers should be readily obtainable, at the Crew Leader's home and with the Rover Adviser. If no Rover Adviser is appointed, details of the activity are to be provided to the Chief Commissioner's Representative – Rovers. This is critical in the event that a search and rescue operation becomes necessary.

13. Approval of Rover activities, for other than Prescribed Activities, would not generally be required. The Crew Leader should consider general safety and concern for parents and friends when deciding to apply the activities approval process to other than Prescribed Activities.

AUTHORITY

14. This policy statement was approved by the Branch Executive Committee on 27 May 1987; 22 September 1993 and 25 May 2011.