

# Planning an outing for Beaver Scouts



**0845 300 1818**

Item Code FS155052 Mar 06 Edition no 2

Outings and visits are an important part of the Beaver Scout Programme. The Colony leadership team is encouraged to offer at least one day or evening visit in each three to four month planning cycle and a variety of types of visit during the two year life of a Beaver Scout.

Up to 5 visits of over 2 hours a year to unregistered venues are permitted under the Children Act (1989). Unregistered venues are likely to be campsites, school fields etc. Please note that there is no restriction on the number of visits to public places that are registered with OFSTED such as zoos, theme parks and museums.

## Where shall we go?

Your Assistant District Commissioner (Beaver Scouts) will be able to advise you about local possibilities and the potential of joining in with other Colonies. There are many places to visit:

Leisure Centre	Zoo
Camp Site	Coastguard
Country Walk	Model Village
Theme Park	Craft Workshop
Farm	Museum
Wildlife Park	Stately Home
Countryside Park	Nature Trail
Town Trail	Castle
Science Park	Lifeboat Station
Fire/Police/Ambulance Stations	

## What facilities does it offer?

A pre-visit is essential to assess any potential dangers and familiarise yourself with the layout.

Check: toilet facilities; boundaries and out of bounds; refreshments/picnic areas; souvenir shops; opening and closing times; play spaces and playgrounds; programme possibilities; length of time needed for visit; first aid provision; wet weather options.

## How should we get there?

You will need to decide if it is most appropriate to walk or use cars, public transport, train, tube, coach or mini-bus. A number of factors will help you decide - the distance of travel, the time of travel, the cost of travel, the relative safety of travel.

It is essential to satisfy yourself that the arrangements made are safe and sensible, and that parents/carers know exactly how their child is to be transported. As Leaders, you can only do your best to provide the safest method of transport available. It is for parents/carers to decide if they are satisfied with the arrangements. Parents/carers offering transport should be asked to confirm that their insurance can cover other people's children traveling with them. It is advisable not to put Beaver Scouts in the front seats of cars if at all possible.

## The Scout Information Centre

Glwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk) [www.scoutbase.org.uk](http://www.scoutbase.org.uk)

## Who can help?

For any outdoor activities there should be one adult to every 6 Beaver Scouts. It is recommended that each Beaver Scout knows who is their particular adult for the day. It is recommended that the Confidential Enquiry process is initiated in respect of any additional parents/carers or friends who volunteer to help out. See page 48 in Scouting essentials for more information about the CE process.

## Do we need insurance?

A personal accident and medical expenses insurance policy exists to cover the total Membership of the Association. Non-members such as parents/carers, supporters and other children are not provided with the same automatic basic cover although this can be arranged. It is wise to consult with your Group Scout Leader to consider expanding cover by supplementary insurance. Details are available from:

Scout Insurance Services Ltd  
Lancing Business Estate  
Lancing  
West Sussex  
BN15 BUG  
Tel: 01903 755352  
Fax: 01903 751044  
E mail: scouts@siscolan.org.uk

In addition the Scout Association's legal liability insurance policy provides cover for Commissioners, Scouters and other persons authorised to be in charge of, or assist with, Scout activities. This is for claims made by Members under their control, or their parents/carers, or by third parties alleging legal liability arising out of accidents or incidents, occurring during any authorised Scout activity. The policy does not automatically cover legal liability arising out of the ownership or operation of motor vehicles.

## Who should be informed?

Your Group Scout Leader should be fully informed about the plans for any outing. In addition it is necessary to establish a Home Contact for the visit. This should be someone who is not related to anyone on the outing.

See Section page 54 of Scouting essentials for more information on Home Contacts.

## How much will it cost?

Usually Colony outings will be self-financing it is important to calculate the likely costs accurately. Costs will include transport, entrance fees, refreshments and any equipment required.

A policy will need to be agreed, with the Group Executive Committee, on how much Leaders will be expected to pay, if anything. Leader costs may be subsidised by the Group Executive or be spread among the Beaver Scouts taking part.

## Informing parents/carers and parental consent

Parents/carers should be left in no doubt as to what activities are planned and what arrangements have been made. An example One-Day Activity Form for informing parents is included below.

Whether this is used or you devise your own information sheet, written permission is required from parents or carers.

### Information to parents/carers should include:

- date of proposed outing
- venue
- planned activities

- cost
- payment method ; cheques; stage payments; deposit required
- departure time and place
- return time and place
- pocket money required and allowed
- food and drink required
- clothing required, uniform, waterproofs, footwear etc.
- the name and phone number of the Home Contact

Information from parents/carers should include:

- permission for the child to take part
- any medical treatment being received currently
- any disability or medical condition which might affect their child's involvement
- parents/ carers whereabouts during the outing

Information for Home Contacts should include:

- Name, address, telephone number of District Commissioner or nominated reserve for the period of the activity
- An outline of your schedule and itinerary

**On the day of the outing**

Make sure you have with you:

- first aid kit
- sick bags for the journey
- money, tickets and details of the venue
- the Home Contact phone number
- a list of all the Beaver Scouts and helpers attending

**After the outing**

The leader of the outing should ensure:

- thank you letters are sent or that the Beaver Scouts make thank you cards
- outstanding bills are paid
- a visit account is prepared for the Group Treasurer
- notes are kept of the arrangements for future reference

After the outing, your Assistant District Commissioner (Beaver Scouts) will be interested to know how it went and other Colony Leaders may be interested, particularly if it is a new venue.

# One Day Activity

## Information and consent form

*This part to be kept by the parent/carer. Please complete legibly in black ink.*

Please return the lower section of this form, completed and signed, to the Leader by (date)

Name of Section: .....

Proposed activity : .....

.....

.....

.....

On (date) : .....

At (place): .....

Start Time: .....am/pm

Finish time: .....am/pm

Cost: £ .....

Cheques payable to: .....

Is transport required? (yes/no) .....

Additional information .....

.....

.....

.....

Home contact: .....

.....

.....

Home contact phone: .....

Signed: .....

Leader: .....

Date: .....

...

## Parent's or carer's consent

*This part to be returned to the Leader*

I have noted the arrangements and give permission for:

(name of child) .....

to take part in (proposed activity): .....

.....

.....

Please state if your child has a disability or condition which might be affected by this activity.

.....

.....

.....

Please indicate details of any medical treatment she/he is having at the moment.

.....

.....

I can provide transport (*if yes please give details*)

.....

.....

.....

.....

I enclose fee of £ .....

I can be contacted during the day at:

.....

.....

.....

.....

Telephone number: .....

Signed: .....

Date: .....

Name: .....