



Applying for a Nights Away Permit:

Step 1 – Talk to your GLV.

If you are considering applying for a Nights Away Permit, the first thing you should do is chat to your GLV and discuss your permit needs, your experience level and if it's adequate for your needs. Then if not how can you gain more experience in the following key elements:

- **Programme Planning**, can you plan and organise a suitable programme of activities to promote Scouting needs.
- **Budgeting**, are you able to construct a detailed budget for a planned nights away activity.
- **Admin**, have you the skills and tools to manage planning, communicating with parents, collecting and managing key information about young people including health and dietary needs.
- **Risk management**, able to put together a range of Risk assessments and management to cover events you wish to run.

If you and your GLV feel it's needed, then plan a strategy for gaining more experience

Step 2 - Review the Scout Association Page on Nights Away Permits [HERE](#). It will cover all key information relevant to your permit application.

Step 3 – Skills training, both Hertfordshire Scouts and Gilwell Park periodically run skills training events that will include all event planning and admin needs for running a night away event. This will help support you through the whole process as well as give you key skills and knowledge to support you delivering Nights Away events safely and thoroughly. Hertfordshire Calender is [HERE](#) and Gilwell Park [HERE](#)

Step 4 - Apply for your Permit, So when you and your GLV feel you are ready, you need to apply for your permit via the Scouts Membership System. You can find this under Programme Support > Permits > Manage Permit Applications. Once you have made your application, you will need to email the District Team via the DLV on dlv@easthertsscouts.org.uk, to notify them. From this point you will need to be assessed at a camp under the scenario of the permit you are applying for. Please speak to the team first before arranging the camp you wish to be assessed on. The assessors will use [THIS](#) guide to assess your suitability.

Finally Below are some document examples for you to browse.



Programme Planner

Friday	Saturday	Sunday
	AM	AM
	07.00 – Get up and dressed 08.00 - Breakfast 10.00 – Activity 1 11.00 – Activity 2 12.00 – Activity 3	07.00 – Get up and dressed 08.30 – Breakfast 09.30 – Tents down 10.00 – Activity 7 11.00 – Activity 8 12.00 – Activity 9
PM	PM	PM
18.30 – Arrival – on site 18.45 –tent allocation and unpack 19.15 – Camp opening meeting 19.30 – Collect firewood 20.00 – Campfire 21.30 – Hot drink & Snacks 22.00 – Bed Cubs 23.00 – Bed Scouts	13.00 - Lunch 14.00 – Activity 4 15.00 – Activity 5 16.00 – Activity 6 17.00 Free Time 18.00 - Dinner 20.00 – Campsite Campfire 21.30 – Hot drink & snacks 22.00 - Bed	13.00 – Lunch 13.30 – Final clear up 13.45 – Closing ceremony 14.15 – Camp closes

Menu Planning

Friday	Saturday	Sunday
	Breakfast – Bacon, Sausages, beans, eggs, fried bread Cereal Bread, Jam Juice	Breakfast – Bacon, Sausage, beans, eggs, fried bread Cereal Bread, jam Juice
	Lunch – Sandwiches/Rolls and crisps, cakes, fruit juice	Lunch – Hotdogs Leftovers
	Dinner – Meatballs and Rice & tomato sauce Dessert – Pies and custard	
Hot Drinks and Snacks	Hot Drinks and Snacks	



Accommodation Planning

Tent 1	Tent 2	Tent 3	Tent 4	Tent 5	Tent 6	Tent 7	Tent 8	Tent 9	Tent10

Kit Lists

Cubs & Scouts		Group	
Daily Clothes suitable for outdoors Underwear Spare clothes & wet storage bag Waterproof Jkt & Trs Hat Gloves Boots Old trainers Nightwear Wash kit Towel & Flannel Fleece Wet kit for kayaking	Storage bag Sleeping bag Pillow Sleeping mat Blanket Torch Plate, bowl & cutlery Mug Tea towel Any medication in a labelled bag – handed to Leader	Tents 1 > 3 people 4 Event shelter 1 gazebo tent Cookers Paella pans Tea urn Pots & Pans Cooking utensils Fuel Gas – small & large Battery Lights Gas Lights Maintenance box Mallets Askew Box Cool Boxes Tin Foil Cling film Spare Sleeping Bags Spare Tent Spare Pegs	Football Games Kit Water Butts Washing up Bowls Saws Fire lighting equipment First Aid kits – checked & Stocked Washing Up Kits Cleaning materials 1 st Cheshunt Banner Tea Towels Bins Bin Bags Drinks Dispensers Wet weather box Emergency contact details Allergy and Health forms Fire lighting equipment Copy of Risk Assessments FOOD

Health Form example

PERSONAL INFORMATION

This form is to be filled in by the Parent or Guardian of the named Boy/Girl. It gives authority for the Camp Leader to sign on your behalf any papers needed by the medical authorities in case of emergency treatment.

My Son/Daughter Will attend the Camp/Holiday from the _____ to _____ at address _____ and the following

information is provided for the benefit of the Camp Leader.



Date of last tetanus immunisation.....

Medicines currently being taken.....

.....

Is he/she allergic to anything (e.g. Aspirin, antibiotics, any particular food or drugs?) if so please give details.....

.....

Does he/she need any special dietary needs?

.....

Has he/she any mobility difficulties.....

Please continue on a separate sheet if needed, giving any other information which you consider necessary for the camp leader to know.....

His/Her National Health Number is.....

Date of Birth.....

Name and address of family Doctor.....

During the event my contact address and telephone number is

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I will inform you if my Son/Daughter has been in contact with any infectious disease within three weeks prior to the event.

If it becomes necessary for to receive medical treatment and I cannot be contacted by telephone or any other means to authorise this, I hereby give my general consent to any necessary medical treatment and authorise the Scouter in charge of the camp to sign any document required by the Hospital authorities.

I understand the medical profession takes the view that the parent's consent to medical treatment cannot be delegated. This view is explicit in the Children's Act 1989. Thus, medical consent forms have no legal status and a doctor/nurse insisting on the consent of a parent to a particular treatment has the right to do so. However, it can be of comfort to medical staff to have general consent in advance from parents or to have a leader on hand able to sign forms required by medical authorities.

Signature.....Date.....



Risk Assessments

Blank Templates [HERE](#)

Examples [HERE](#)