

## Visits Abroad Guidance:

The Visit Abroad approval process exists to ensure that Scouting Visits Abroad are carried out ensuring the safety of adult and youth members. In the event of an emergency this process will ensure that The Scout Association can support Members in the best way possible.



This page offers a summary of the approval process, terminology used and key things to remember. Documents referred to here can be downloaded from [www.scouts.org.uk/international](http://www.scouts.org.uk/international) or obtained from your ACCI (and equivalent).

- Read POR Rule 9.64 Visits Abroad – this rule must be followed when planning your visit abroad.
- TSA Definition of a Visit Abroad:  
'Any visit outside the United Kingdom, the Channel Islands and the Isle of Man on a recognised and approved Scouting activity or travelling in the name of Scouting. This applies to youth and adult Members, Associate Members and non-Members.' (Clarification for Members in Northern Ireland and British Scouting Overseas can be found in POR rule 9.64)
- The term relevant commissioner used in rule 9.64 refers to the Commissioner who has designated responsibility to approve a visit abroad. This will likely be your line manager.
- ACC(I) refers to the Assistant County Commissioner for International or equivalent role as designated or appointed by the relevant commissioner to support the Visit Abroad process and recommend Visits Abroad for approval or rejection.
- Gain outline approval for your Visit Abroad by submitting the VA Form to your ACC(I) as you begin planning. Outline approval allows your ACC(I) and relevant commissioner to support you in the planning of your trip as early as possible and help link you up with as much help as you need.
- Form a planning team for the visit and assign roles.
- Develop a budget early on to set realistic expectation on costs for participants.
- Consider applying for the International Fund to support costs for participants on low incomes.
- Involve young people in the planning of the visit where appropriate and possible, especially in the planning of programme and development of risk assessments.
- Ensure your group has all the permits and extensions required for your trip (eg. nights away and activity).
- Ensure your ACC(I) notifies the National Scout Organisation of your Host Country about your visit, this is important in case you need any support before you go or during your visit.
- All members of the group will require a passport. Group passports are not recommended.
- Investigate the travel advice for the country you are visiting and find out whether you need a visa by looking at the [Foreign Commonwealth Office](#) website.
- Ensure your whole group has travel insurance which covers all planned activities for the trip. [Unity](#) can advise on this.
- Consider how you will communicate with parents, some pre-visit meetings often help answer questions alleviate concerns.
- Use the In Touch Process to plan how you will communicate on the trip, assign an at home emergency contact and develop a critical incident plan.
- Spend time with your At Home Emergency Contact to ensure they understand the visit and have all the necessary information. (copies of passports, critical incident plan, risk assessment for the visit, copies of consent forms, final itinerary, travel details, health forms, insurance summary, emergency contact list for all participants)
- International Letter of Introduction cards confirm you are a member of World Scouting, you can obtain these from your ACCI.
- Sharing your experience when you return allows other groups and sections to learn from your trip and gain the skills, knowledge and confidence to plan their own international adventures:
  - Present your adventure to younger sections through games and activities
  - Upload your experience and advice on to [scouts.org.uk/globetrekker](http://scouts.org.uk/globetrekker)

## Visits Abroad Form – Part A

**Part A** of this form should be submitted to your Assistant County Commissioner (International) as soon as you begin **planning** your trip to gain outline approval to continue planning, even if your exact plans are subject to change.



**Part A** should be accompanied by a statement outlining the aims, objectives and proposed programme.

This form will be added to and amended throughout your planning with **Part A and B updated** and submitted for final approval at least 6 weeks before departure. Ensure you have read the **Visit Abroad Guidance** before completing this form and re-visit throughout your planning.

### Visit details:

Country:			
From:		To:	
Country:			
From:		To:	
Country:			
From:		To:	

### Party details:

Group / Unit / Network:	
Scout District:	
County/Area/Region:	
<b>Party leader:</b>	
Name:	
Membership no. and role:	
Email:	
Phone:	

### Purpose of the trip:

Community Development <input type="checkbox"/>	Explorer Belt Expedition <input type="checkbox"/>
Recreational Visit <input type="checkbox"/>	National/Regional Jamboree <input type="checkbox"/>
Partnership Visit <input type="checkbox"/>	Exchange Visit <input type="checkbox"/>
Other:	
Details: (which Jamboree/partnership/activities etc.)	

### Group size:

Beavers:		Cubs:	
Scouts:		Explorers:	
Network:		Leaders:	
Scout Active Support:		Others:	
Total:			

GSL/DESC has been notified of the visit taking place:

### Party leader declaration:

This form needs to be signed by two relevant Commissioners. As **leader** of this party, I undertake to:

- Organise this visit in accordance with the Association's rules.
- Arrange adequate travel insurance for the visit at an appropriate time, a copy of which will be supplied before departure.
- Complete adequate risk assessments for the trip and activities (including safeguarding considerations)
- Ensure there is an InTouch system in place including a home emergency contact.
- Ensure that my GSL or DESC (as appropriate) are aware of the visit

Signed: (Party leader) *		Date:		Member no:	
Recommended for outline approval: (ACC International or equivalent) *		Date:		Member no:	

### Outline Approval (For Commissioner use only):

Before approving the outline of this trip please ensure that you are satisfied that the leader is aware of their responsibilities and is capable of organising and leading a group of Scouts overseas.

Signed: (District/County/Regional Commissioner)*		Date:		Member no:	
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\*Where a signature cannot be inserted please note the name, date and membership number of the person signing/recommending approval/approving.

## Visits Abroad Form – Part B

Part A and B of this form should be updated, completed and submitted to your ACCI at least 6 weeks before your trip begins.



<b>Nights Away permit holder: (if required)</b>		<b>In Touch – At Home Emergency Contact:</b>	
Phone number:		Name:	
Restrictions:		Member no:	
Category:	Indoor <input type="checkbox"/>	Campsite <input type="checkbox"/>	Address:
	Greenfield <input type="checkbox"/>	Lightweight expedition: <input type="checkbox"/>	Postcode:
<b>Activity permits and extensions if required:</b>		Mobile phone:	
Permit type:		Expiry date:	Home phone:
Permit holder and restrictions:		Email:	

### Party leader declaration

This complete form needs to be signed by the relevant Commissioner upon the recommendation of the ACCI or equivalent.

As **leader** of this party, I have:

- Organised this visit in accordance with the Association's rules.
- Arranged adequate travel insurance for the visit at an appropriate time, a copy of which has been provided.
- Completed adequate risk assessments for the trip and activities (including safeguarding considerations), copies of which have been provided.
- Put in place an InTouch system including an at home emergency contact.
- Given a full itinerary, contingent list and programme details to the emergency contact, copies of which have been provided.

Signed: (Party leader) *	Date:	Member no:
Recommended for final approval: (ACC International or regional equivalent) *	Date:	Member no:

### Final Approval (For Commissioner use only):

Before approving this trip please ensure that you are satisfied that the leader is aware of their responsibilities, has followed TSA rules and procedures and is overall capable of leading a group of Scouts overseas.

Signed: (District/County/Regional Commissioner)*	Date:	Member no:
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\*Where a signature cannot be inserted please note the name, date and membership number of the person signing/recommending approval/approving.

<b>Checklist for ACC(I)'s</b>	
International Letter of Introduction issued <input type="checkbox"/>	VA form sent to HQ 6 weeks prior to start of trip <input type="checkbox"/>
Host Association informed <input type="checkbox"/>	Copy of proposed programme and itinerary attached (including details of any permits required) <input type="checkbox"/>
Informed leader of telephone number of Host Association <input type="checkbox"/>	Copy of Travel Insurance attached <input type="checkbox"/>
Adequate risk assessments and critical incident plan for the visit are attached <input type="checkbox"/>	Complete list of participants attached <input type="checkbox"/>

## Visit Abroad Process

- Members wish to plan a Visit Abroad (VA)

- Obtain a VA pack from ACC(I) (or equivalent) or downloaded from website.

- At the start of your planning, complete Part A of VA Form and submit to ACC(I) (or equivalent) for outline approval from the relevant Commissioner to continue planning and identify training/support needs.

- Relevant Commissioner notifies applicant and ACC(I) of approval to continue planning and recruiting, or reasons for rejection.

- Plan and arrange trip using the guidance contained in the VA Pack and International Web pages.
- Ask your ACC(I) (or equivalent) for support if necessary.
- Ensure that participants are involved in the planning of your trip and that parents of under 18s are clearly informed of the programme and all intended activities.

- Ensure appropriate nights away permits are in place.
- Ensure activity permits and extensions are obtained for all Scout-led activities from the relevant Commissioner, based upon the recommendations from an Assessor.

- During the planning process, share the following documents with your ACC(I): Itinerary and programme, insurance policy, risk assessments, critical incident plan and full participant list.

- Plan your In Touch process and appoint an emergency home contact, update Parts A and B of VA form (and finalised documents) and submit to ACC(I) (or equivalent) who will recommend approval from relevant commissioner.
- Once approved ACC(I) (or equivalent) will submit VA form to HQ 6 weeks before departure.

- **ENJOY YOUR TRIP!**

- Within 3 months of return, review your trip and share your International experience with your relevant Commissioner and ACC (I). Think about how you could share your experience with other sections to inspire more international adventures! Upload your experience onto [globetrekker.scouts.org.uk](http://globetrekker.scouts.org.uk)