

Planning an outing



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Outings and visits are an important part of the Balanced Programme. The leadership team is encouraged to offer at least one evening or day outing in each three to four month planning cycle and a variety of outings during the time a young person is in the section.

These outings could be done within the normal meeting time or at the weekends and during the holidays. Evening outings could include; a visit to the local park, Scout campsite, etc. Half or whole day outings allow for outings further away from the Group Headquarters and could include; a local zoo, a museum, an activity day, etc.

Deciding where to go

There are likely to be many places in your locality for you to visit with your section. Examples include zoos, stately homes, theme parks or the seaside. It is a good idea to talk to different leaders in your District to see where they visit if you are unsure where you can go, or even what is available in the local area.

You could also consider what you doing in your Programme, when deciding where to go. It may be that your outing can enhance something you have done in previous meetings. For example, going along to a local climbing wall after learning about Mount Everest.

Risk Assessment and Facilities

Before any activity takes place, leaders should carry out a risk assessment, so it can be a good idea to have a pre-visit. As well as carrying out a risk assessment at a pre-visit you can also familiarise yourself with the layout and what facilities are available.

For information about how to carry out a risk assessment please see factsheet FS120000.

Some facilities to check for are; toilets, boundaries and any out of bounds areas, refreshments and picnic areas, play spaces and playground; programme possibilities, length of time needed for visit, first aid provision and wet weather options. There may be other things you want to check.

Transport

You will need to decide if it is most appropriate to walk, use cars, public transport, coach or minibus. A number of factors will help you decide. These are; distance to travel, the time, cost and 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. When you are using parents/carers cars, by law they must have at least third party insurance. For insurance purposes Scouting is classed as a social, domestic or pleasure activity so parents will not need extra motor insurance.

Adult Help

When deciding who can help on the visit you need to consider the ratio of adults to young people. The recommended minimum ratio for Beaver Scouts and Cub Scouts can be found in Policy, Organisation and Rules, Chapter 3.

If you need extra adults for the outing you can ask any other Leaders in the Group, members of the Scout Active Support, or parents/carers to help on

the visit. Whoever you use, it is recommended that the young people know who is attending. Please refer to POR rule 3.26 to see who must have a personal enquiry carried out on them through the Scout Association. If you have adults who are helping and need a personal enquiry check completed through the Scout Association, you will need to allow at least 8 weeks to be sure of getting the check back in time. More information on the process can be obtained from the Scout Information Centre.

Insurance

A personal accident and medical expenses insurance policy is provided by the Association through Unity Scout Insurance Services – to cover all Members as recorded on the Annual Census Return, together with new Members joining during the year. This is not however intended to be an income replacement policy; it provides a defined level of benefit for Members in the event of an accident that results in absence from work. Details can be obtained from Unity on the contact details below or their website. Non-members such as parents/carers, supporters and other children are not provided with the same automatic basic cover, although this can be arranged through Unity also. It is wise to consult with your Group Scout Leader to consider expanding cover by supplementary insurance.. Unity Insurance Services (Scout Insurance) is a subsidiary of the Scout Association and provides bespoke insurance policies for Scouts & Guides to cover almost any activity or individuals including Property & Equipment, UK and Over Sea's Travel, Minibus, Marine, Trailer, Campsite Liability and more.

All of Unity's profits are donated back to Scouting

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In addition, Unity have arranged the Scout Association's umbrella legal liability insurance policy which 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 Loss, Injury or Damage, occurring during any authorised Scout activity. The policy does not automatically cover legal liability arising out of ownership or operation of motor vehicles.

Cost

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

Some places that you could visit may be able to give you a discount if you have a large number going on the trip.

There may be some members of the section whose parents could have problems paying for the outing. If this is the case, the Group Executive Committee may agree to pay for that young person or come to some other agreement.

Who to inform

Your Group Scout Leader, and through them the District Commissioner, should be fully informed about the plans for any outing.

Parents/carers should be left in no doubt as to what activities are planned and what arrangements have been made. The Scout Association produces a form which can be used to send parents the necessary details. This is the Activity Information Form (FS120081) which is available from the Scout Information Centre. Information to include on the form should include:

- Date of the proposed outing
- Venue
- Planned activities
- Cost
- Payment method

- Departure time and place
- Return time and place
- Whether pocket money is required and how much is allowed
- If food and drink required
- Clothing required, uniform, waterproofs, footwear etc
- If the parents/carers are invited

Information on the return slip from parents/carers should include:

- Any medical treatment being received currently
- Any disability or medical condition which might affect their child's involvement
- Parents/carers contact number during the outing

InTouch

Whenever any activity or event is run within Scouting it is a requirement that an InTouch system is in place (POR 9.3). This is to ensure; everyone involved is aware of how communication will take place between Leaders, participants and those not on the event, there are details of who is present should anything go wrong, and there is a system in place in the event of an emergency. More information can be found on the InTouch factsheet FS120075

On the day of the outing

You will need to make sure you have with you:

- First aid kit. For details of what to include in a first aid kit please see factsheet FS140048
- Sick bags for the journey
- Money, tickets and details of the venue
- A list of all the young people and adults attending

Headcounts

During the outing or activity, remember to perform regular headcounts of the young people in your care. A headcount is an effective method of ensuring the group is together and complete.

Conducting headcounts are equally important on everyday Scouting activities as they are on more

adventurous activities. A headcount should be conducted where there is a change in environment during the activity, examples include:

When changing direction on a walk, perhaps to a new path, ensure the group is together and complete.

In an urban environment, conducting a headcount both before and after crossing a busy road will ensure the group remains together.

You will need to find the way that works best for your section to conduct the headcount. Examples of how you can do this could be:

- To make sure each young person has a buddy, they keep an eye out for their buddy and if they can't see them alert one of the adults. The buddies can be paired up when a headcount is done.
- Ask the young people to form into their lodges/sixes/patrols and conduct the headcount from this, you can involve the young people in the process.
- Get the section into group sizes that are easily divisible for example if you have a group of 20, get the young people into smaller groups of five.

After the outing

The Leader of the outing should ensure that:

- 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 may be interested to know how it went and other leaders may be interested, particularly if it is a new venue.