



All Leaders

Nights Away

February 2020

Dear Leader,

I would like to remind Leaders of their responsibilities regarding Nights Away Events.

Nights Away Permit holders

- Form NAN should be submitted **two weeks** [14 days] before the start of the event and sent to nan@chesterscouts.org.uk
- The permit holder should list **all** Adults together with their membership number on the form NAN
- The permit holder should ensure that
 - All Adults have a valid DBS for the period of the camp.
 - All Leaders and Section Assistants have valid Safeguarding Training.
 - Your designated First Aider has valid First Response Training or above.
 - All Adults have been given a Yellow (Safeguarding) and Green (Alcohol) Card.

Your GSL or Group Administrator should be able to help you with the access to Compass to check the above.

Permit holders remember it is your responsibility to ensure that all Scout Association rules, as outlined in POR, are followed at a Nights Away Event.

It is also your responsibility to ensure that you apply for renewal in good time. All permits in Chester and District expire on the 31st December regardless of year.

Permit Applicants

Please ensure that your application for a permit is sent to nan@chesterscouts.org.uk at least **two months** [60 days] before the planned date for your assessment camp.

Chester and District Scout Council
Alan Wilding
11 Maydor Avenue
Saltney Ferry
Chester CH4 0AH

07800 518379

When planning your assessment camp please ensure it is at a local campsite.

The assessment is a three-stage process

1. A meeting [one or more] with your assessor to discuss planning and show the assessor your plans, budgets and associated documents.
2. A practical assessment during the event
3. A follow up session after the event with finalised Accounts

Stage One should be completed and approved by the Assessor before the event is advertised to the Youth members.

You must ensure that you have a valid permit holder that can attend the Event.

Group Scout Leaders

It would help the Nights Away Assessment Team if you can at the start of the year

- Help plan with your leaders who is to apply for a permit in the year
- Engage with an Advisor for those who need to renew their permit the following December
- Ensure all Adults have the relevant DBS Disclosure in time for the Nights Away Event
- Assist the permit holder in checking Adults have valid safeguarding and First Aid Qualifications

Document Links

[Form NAN](#)

[Nights Away Permit Application](#)

Yours sincerely

Alan

Alan Wilding

District Commissioner