

Guidelines for a Beaver Scout Sleepover



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0845 300 1818

Purpose

Sleepovers give young people their first experience of a night away from home without their parents/guardians. They are the young person's first taste of residential Scouting and it is vital that any 'introductory' experience of the activity should be of good quality. This will ensure that the young person is not put off by a bad experience. It is equally essential to integrate Sleepovers into any Colony's programme. The progressive Nights Away scheme operating in all sections and the balanced programme emphasis the importance of camping and residential experiences.

This factsheet represents an introduction to the activity and a tool kit to provide with everything required for running a Sleepover.

Criteria

To achieve a 'quality' experience the criteria below should always be adhered to

- Participation by Beaver Scouts
- One night only (24 hours maximum, including travel time at either end)
- Indoor only
- A Nights Away permit must be held
- Leadership team as below
- obtain parental permission

Participation

Sleepovers are part of the Balanced Programme. They may be offered to all Beaver Scouts within the Colony or limited to older Beaver Scouts only, at the

discretion of the Beaver Scout leadership team

The activity offers the following benefits to young people:

- The fun and excitement of spending time with friends
- More time for extended activities
- Completing part of the Outdoor Challenge
- Contributes towards the Nights Away Activity Badge
- A link to other sections
- A sense of independence for young people

One night only:

Sleepovers should not last longer than 24 hours, including the travel time to the activity and away from it at the end. The venue should be close enough to allow parents/carers to have access to their child should it be required.

Indoor only:

The venue should be suitable and have a kitchen available and washing facilities. There must be separate sleeping and toilet facilities for males and females.

Whether using Scout premises or public buildings, the venue must be secure at all times and not accessible to the general public. Doors must be lockable from the inside, with adequate fire doors for emergency use.

A phone should be on hand for the whole time that the Sleepover takes place.

Leadership Team:

All adults should be known to the Beaver Scouts or there should be the opportunity for this to happen before the event. Sleepovers must at all times have a minimum of 3 adults, with a ratio of 1 Adult to 4 Beavers, plus the Leader-in-charge. The Leader-in-charge must have a warrant and a Nights Away Permit.

It is desirable that the leadership team is a balance of male and female adults. Members of the Leadership Team should be nominated to take responsibility for first aid and catering.

All adults must have been the subject of the enquiry process set out in POR Rule 3.26

Authorisation:

It is essential that the appropriate Commissioner (DC/ADC, CC/ACC) must be aware of the intention to hold a Sleepover and approve it in principle.

Preparation:

The venue should be visited at least two months before the event so that you are satisfied the facilities are adequate for your Sleepover. This also gives plenty of time for the programme to be planned and the appropriate forms to be completed and submitted.

Notification:

Completed form NAN should be with your District Commissioner seven days before the event.

Parental permission:

This must be obtained in writing from parents/carers before the event. A suggested form is attached to these guidelines.

Checklist for organising a Sleepover:

- A Nights Away permit must be held
- The Leadership Team must agree the activity and their area of

responsibility e.g first aid, catering, security.

- Visit the venue and check facilities including sleeping arrangements, security and proximity of phone (in addition to any mobile phone)
- Set date and venue
- Decide which Beaver Scouts the event will be for (eg. All Beavers, 7-years and over only)
- Prepare draft programme, menu and arrange transport and cost for the event.
- Find a suitable Home Contact for the event (see Fact Sheet FS120078)
- Invite the Beaver Scouts/parents/guardians to the Sleepover with full event details and kit list
- The letter must seek formal permission from parents/carers (with a returnable form)
- Involve Beaver Scouts in planning the programme
- Form NAN to District Commissioner
- Completed FS120078 to Home Contact
- Check that you have the permission to attend for Beavers and medical information for everyone attending, as well as guidance for any young people on medication
- Carry out the Sleepover and have a great time
- Detailed review by Leadership Team
- Do it again!

For further information on Sleepovers see Nights Away and section 4.1 of Colony Essentials. Colony Programmes provides a wealth of ideas for developing a great programme for the Sleepover.



SLEEPOVER INFORMATION

Both the Sleepover Leader and parent/guardian should complete their parts of this form legibly in black ink.

THIS SECTION TO BE FILLED IN BY THE LEADER AND GIVEN TO THE PARENT/GUARDIAN.

TO PARENTS/GUARDIANS: PLEASE RETURN THE LOWER SECTION OF THIS FORM, COMPLETED AND SIGNED, TO THE LEADER

BY

The _____ (name of group)

Beaver Scout Sleepover will take place at

Tel. No. _____ On _____ (date)

We leave from _____ (place) at _____ (time)

We arrive back to _____ (place) at _____ (time)

It will cost £ _____ with a deposit of £ _____ to be paid by _____ (date) with balance by _____ (date)

We return on _____ (date) at _____ (time)

Additional information about the event and activities:

The Leader will be (name)
Address:
Telephone number

The Home Contact is (name)
Address
Telephone number

All activities will be run in accordance with The Scout Association's safety rules. NO responsibility for personal equipment, clothing and effects can be accepted by the organisers and The Scout Association DOES NOT provide automatic insurance cover in respect of such items. Please contact the leader if you require any further information.

Leader's signature _____

Cut off and return slip below and keep top part of the sheet somewhere safe

PERSONAL INFORMATION

This section is to be filled in by the parent or guardian of the named Beaver Scout

I give permission for (name) _____

to attend the Sleepover at _____ on _____ the following information is provided for the benefit of the Leader.

Name, address and telephone number of own Doctor.

Has she/he been in contact with any infectious diseases within three weeks prior to the event? _____

Medicines currently being taken. _____

Date of last tetanus immunisation. _____

Does she/he have any allergies to food, medicines or other? _____

Does she/he have any special dietary needs? _____

Does she/he have any other special needs? Please continue on separate sheet if needed _____

Additional information the Leader should have

Date of birth _____ NHS Number _____

During the event I can be contacted in an emergency at
Telephone number

I understand that the Leader reserves the right to send any participants home if necessary.

If it becomes necessary for (name) _____

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 Sleepover to sign any document required by the hospital authorities.

Signature _____ Date _____
(parent/guardian)

Note: The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. This view is explicit in the Children Act 1989. Thus medical consent forms have no legal status and a doctor/nurse insisting on the consent of a parent to particular treatment has the right to do so. For this reason, we do not recommend that Leaders insist on parents signing the statement above. At the same time, it can be a comfort to medical staff to have general consent on advance from parents or to have a Leader on hand able to sign forms required by the medical authorities.

SLEEPOVER KIT LIST

The young person will need to bring their personal equipment.
This is only a guide.

All items should be clearly labelled with the young person's name.

Uniform

Sleeping bag or suitable bedding

Warm jumper or sweatshirt

Plate, bowl, mug and cutlery

T-shirt or similar

Towel

Trousers or shorts

Touch and batteries

Spare underclothes

Personal washing requirements

Spare socks

Hankies

Nightwear

Teddy

Trainers or appropriate footwear

It is best to pack a rucsac or other bag.

Wellingtons

If you have any queries regarding this kit list please contact the **Sleepover Leader**.



Nights Away Notification

For all Nights Away experiences all of the information below should be with your District Commissioner (or appointee) SEVEN days before the event (in normal circumstances). How the information is passed on will depend on local arrangements (this may be for example by telephone call, e-mail or fax).

For all Nights Away held at facilities not owned or operated by Scouting, such as public or commercial campsites and youth hostels, the host District Commissioner¹ must also receive a copy of the information, normally this should be FOURTEEN days before the event.

Permit Holder's Name		Telephone	
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Email	
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Group and District	
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Section	
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Event Leader (if not Permit holder)	
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Telephone	
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OR Passport holder's name

Email	
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Venue Name	
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Telephone	
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Venue Address	
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Event Dates	From		To		Number of Nights	
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Numbers	BS		CS		S		ES		SN/Adult Leader	
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Type of Event (e.g. sleepover, hike, Pack Holiday, etc.)	
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Special Activities (e.g. those requiring authorisation)	
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Please check with your District Commissioner or ScoutBase UK to ensure that your site does not fall within a restricted camping area. It is recommended you read "Prohibited and Restricted Camping Areas" which is published annually.

Home Contact Name	
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Telephone	
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Email	
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Home DC Name	
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Telephone	
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Host DC Name ¹	
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Telephone	
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¹If you know the postcode of your site, the Scout Information Centre on 0845 300 1818, can tell you the name and address of the local District Commissioner.