

Planning an outing for Cub Scouts



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Introduction

Outings and visits are an important part of the Cub Scout Balanced Programme. Some may be part or all of a Pack meeting, while others might involve a day visit.

Where to visit

Your Assistant District Commissioner (Cub Scouts), or other Leaders in the District may be able to advise you about local possibilities and the potential of joining in with other Packs.

Here are some possible places to visit:

Leisure Centre	Zoo
Campsite	Coastguard
Country walk	Model Village
Theme park	Craft workshop
Farm	Museum
Wildlife park	Stately home
Countryside park	Nature trail
Town trail	Castle
Science park	Lifeboat Station
Fire/Police/Ambulance Stations	
Boat trip	Activity Centre
Radio station	TV studio
Activity Centre	Climbing wall

Checking the facilities

A pre-visit to a location you are not familiar with can be very useful, and sometimes essential. You will need to check such things as the toilet facilities; refreshments/picnic areas; souvenir shops; opening and closing times; play spaces and playgrounds; additional programme possibilities; length of time needed for the visit; First Aid provision and wet weather options. You may also need to identify areas that need to be out of bounds.

Getting there

You will next need to decide on the best way of getting to the venue. Will you be walking, using

cars, or taking public transport - train, tube, coach or mini-bus? A number of factors will help you decide – the distance of travel, the time of travel, the relative safety of travel.

It is essential 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. Parents/carers offering transport should be asked to confirm that their insurance can cover other people's children travelling with them. It is advisable not to put Cub Scouts in the front seats of cars if at all possible.

Assessing the risk

We all carry out informal Risk Assessments everyday. We assess whether it is safe to cross the road, to turn right in our car at the traffic lights, to remove the box from the top shelf. Formal Risk Assessment starts at the planning stage.

First consider the party you propose to take, and age, ability and experience of its members. Then consider the skills and experience of the adults who might be helping you and finally consider the venue and any potential dangers associated with it. Important hazards might be the journey by minibus to the activity centre, or a particular part of the visit, such as the adventure playground. Remember that we seek to provide young people with excitement, not danger. One example of a hazard sometimes overlooked is the Leader who has been fully involved in an activity all day, having to drive the minibus back home, when they are tired at the end of the event. The 'risk' might be significantly reduced by having an alternative driver, who has had the chance to rest before the drive.

Some of your older Cub Scouts may want to experience some of the more challenging types of activity all be it at a simple level. These might

The Scout Information Centre

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email info.centre@scout.org.uk www.scoutbase.org.uk

include indoors climbing, off road cycling, water activities, target sports etc. Some additional requirements may apply and further details can be found in the *Scout led Activities Index* and commercially led *Activities Index* – both listed on the last page.

For more information on Risk Assessment see the publications listed in the glossary.

Who can help?

Policy, Organisations and Rules (Rule 3.8(C)) requires that there should be one adult for every six Cub Scouts, plus the Leader in Charge. Each Cub Scout should know which adult is looking after them for the day. In turn each adult would know the Cub Scouts for whom they are responsible. Any adult who may have unsupervised access to young people is now required to be CRB checked before the event. (Disclosure forms via SCRO are used in Scotland.) The necessary form is available from your Group Scout Leader or District Team. Once the form is completed and sent to HQ, the process can still take 6 – 8 weeks, so it is important to allow for this in your planning.

Do we need insurance?

A personal accident and medical expenses insurance policy exists to cover the total Membership of the Association. Non-Members such as parents/carers, supporters and other children are not provided with the same automatic basic cover although this can be arranged. It is wise to consult with your Group Scout Leader to consider expanding cover by supplementary insurance. Details are available from:

Scout Insurance Services
The Scout Association
Churchill Industrial Estate
Lancing
West Sussex
BN15 BUG
Tel: 01903 755352

In addition the Scout Association's Legal Liability Insurance Policy provides cover for Commissioners, Leaders 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 accidents or incidents, occurring during any authorised Scout activity. The policy does not

automatically cover legal liability arising out of the ownership or operation of motor vehicles.

Who should be informed?

Your Group Scout Leader should be fully informed about the plans for any outing. In addition it is necessary to establish a Home Contact for the visit. This should be someone who is not related to anyone on the outing.

See page 54 of *Scouting Essentials* for more information on Home Contacts or see also the factsheet, listed in the glossary.

How much will it cost?

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

A policy will need to be agreed, with the Group Executive Committee, on how much Leaders will be expected to pay, if anything. Leader costs may be subsidised by the Group Executive or be spread among the Cub Scouts taking part.

Informing parents/carers and parental consent

Parents/carers should be left in no doubt as to what activities are planned and what arrangements have been made. An example of the information required is listed below and the *One-Day Activity Form* for informing parents is listed in the glossary.

Whether this is used or you devise your own information sheet, written permission is required from parents or carers.

The Information to parents/carers should include:

- Date of proposed outing
- Venue
- Planned activities
- Cost
- Payment method – cheques; staged payments; deposit required
- Departure time and place
- Return time and place
- Pocket money required and allowed
- Food and drink required
- Clothing required, uniform, waterproofs, footwear etc.
- The name and phone number of the Home Contact

- The name and phone number of the Leader organising the outing

Information from parents/carers should include:

- Written permission for the child to take part
- Any medical treatment being received currently
- Any disability or medical condition which might affect their child's involvement
- Parents/carers whereabouts during the outing and a contact phone number

Information for Home Contacts should include:

- Name, address, telephone number of District Commissioner or nominated reserve for the period of the activity
- An outline of your schedule and itinerary
- Name, address and telephone number of all involved in the outing including Leaders, Pack Assistants and other adults.

On the day of the outing

Make sure you have with you:

- First Aid kit
- Sick bags for the journey
- Money, tickets and details of the venue and travel arrangements
- The Home Contact's phone number
- A list of all the Cub Scouts, Leaders and adults attending
- Mobile phone

After the outing

The Leader of the outing should ensure:

- Thank you letters are sent or that the Cub Scouts make thank you cards
- Outstanding bills are paid
- A record is kept showing the money received and spent on the visit – which will be required by the Group treasurer.
- Notes are kept of the arrangements for future reference
- Everyone who participated in the outing, Cub Scouts, Leaders and assistants, are asked their views about it.

Publications cross-reference

Policy Organisation and Rules – Current Edition.

FS120000 *Risk Assessment*

FS120078 *Home Contacts*

FS 120081 *One Day Activity Form*

FS 120084 *Scout led Activities Index **

FS 120086 *Commercially led Activities Index **

* (both will help to identify which rules and guidance relate to particular activities).