**Activity Approval Examples**

Below are some examples of how you might structure this approval process, these are only examples and it is down to you to make the decisions based on your local situation.

|  |
| --- |
| Example 1.  **Authorising Activities in Blankshire District.**  POR (rule 9.1) states that “the District Lead Volunteer is responsible for approving all activities for Squirrel Scouts, Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts. This will usually be by means of an informal system agreed between the District Lead Volunteer and each Group Lead Volunteer or District Explorer Lead Volunteer”.  This documents the delegated responsibilities for authorising activities under POR Rule 9.1 in Blankshire District.  **1.** Group Lead Volunteer are responsible for authorising all activities that take place in Squirrel, Beaver, Cub and Scout sections in their Group (with the exception of those mentioned elsewhere in this document). Group Lead Volunteer will need to see and consider every section’s programme.  **2.** The 14-24 Lead Volunteer is responsible for authorising all activities that take place in Explorer Scout Units in the District (with the exception of those mentioned elsewhere in this document). The 14-24 Lead Volunteer will need to see and consider every Unit’s programme.  **3.** If, in any instance, a Group Lead Volunteer or the 14-24 Lead Volunteer is unsure whether to authorise a particular activity, they must discuss it with the District Lead Volunteer.  **4.** All Form NANs for Nights Away activities must be sent to Fred Bloggs, District Leadership Team Member, who is responsible for checking that the information provided on the form complies with the requirements for Nights Away.  Approval of activities will be discussed at each District Team meeting to ensure that everyone is comfortable with the process outlined above and applying consistency, also providing an opportunity for the system to be reviewed and amended as appropriate. |

|  |
| --- |
| Example 2.  **Authorising Activities in Wildreness District.**  POR (rule 9.1) states that “the District Lead Volunteer is responsible for approving all activities for Squirrel Scouts, Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts. This will usually be by means of an informal system agreed between the District Lead Volunteer and each Group Lead Volunteer or 14-24 Lead Volunteer”.  This documents the delegated responsibilities for authorising activities under POR Rule 9.1 in Wilderness District.  **1.** Group Lead Volunteer are responsible for authorising all activities that take place in Squirrel, Beaver, Cub and Scout sections in their Group (with the exception of those mentioned elsewhere in this document). Group Lead Volunteer will need to see and consider every section’s programme.  **2.** The 14-24 Lead Volunteer is responsible for authorising all activities that take place in Explorer Scout Units in the District (with the exception of those mentioned elsewhere in this document). The 14-24 Lead Volunteer will need to see and consider every Unit’s programme.  **3.** If, in any instance, a Group Lead Volunteer or the 14-24 Lead Volunteer is unsure whether to authorise a particular activity, they must discuss it with the District Lead Volunteer.  **4.** Where an activity is covered within the Adventurous Activity Permit Scheme and led by a member of the District holding the relevant permit, the GLV / 14-24 LV must be aware of the activity taking place on each occasion (see points 1 and 2). If you are using someone from outside the District with a permit the DLV must be informed.  **5.** All Nights Away and Visits Abroad will be approved directly by the District Lead Volunteer.  **6.** The following activities must be notified to the District Lead Volunteer who will seek appropriate advice on suitability ahead of approving the activity to take place: shooting, air activities, motor sports.  **7.** For activities and events involving only adults (Adult Groups in Adventurous Activities 9.8) the District Lead Volunteer must be notified of the activity taking place.  Approval of activities will be discussed at each District Team meeting to ensure that everyone is comfortable with the process outlined above and applying consistency, also providing an opportunity for the system to be reviewed and amended as appropriate. |

The examples above are only examples, you might have some additional considerations based on the specifics of your District, here are some which may shape how you structure your approval process, make sure the document you have is clear to all on what process you have in place.

You may have a Group who have a shooting range at their meeting place and you have a system for checking their instructors are qualified, in this case you might choose to list them as exempt from notifying the DLV on each occasion of the activity taking place as this would be monitored by the GLV.

If you have an Air Scout Group who regularly undertake flying activities through a partnership with a local provider, you are satisfied that they are following the rules and so list them as exempt from notifying the DLV and that the GLV can approve the activity taking place.

You have a local campsite which has a variety of activities, the Campsite Warden is aware of all activities and so long as they are delivered in line with the operating procedures laid out for the site you do not require notification to the DLV.