

Nights Away Approver Notes

When checking a Nights Away Notification (NAN):

- All forms must be completed via 'My Membership'
- <https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/nights-away/#ApproveOrRejectNightsAwayApplications>
- Don't check forms submitted by your own Group/Unit, a family member, or another Group/Unit where you are listed on the form.
- Check the 'Type of Event' matches the 'Venue Details'.
- If not using event passports check the number of adults cover the appropriate ratio for the young people attending - POR 4.3.10.
- Check venue doesn't appear on the prohibited and restricted campsites directory
- <https://www.scouts.org.uk/volunteers/running-your-section/planning-your-programme/nights-away-and-camping/prohibited-and-restricted-campsites/>
- Check activities don't appear in POR 9.1.1.2 'not permitted' activities list.
- Check all adults will have valid PVG at the time of the night away.
- Check all adults (except non member - needs disclosure) will have valid safety and safeguarding at the time of the night away.
- Check an adult (or adults where not attending the full time) will have valid First Response at the time of the night away.
- Check the permit holder holds the required permit category for the type of event and will be valid at the time of the night away.
- Check suitable In Touch process in place for the type of event and location.
- Check risk assessment is of a similar level or better than the HQ examples
- <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/example-risk-assessments/>
- Check risk assessment is specific for the night away, or has been reviewed and edited if using HQ example or a template.
- If rejecting the form write the reason why in the approvers comments box, and where possible contact the leader in charge directly by email/text.
- If anything needs changed/ added/ uploaded then reject form and the leader in charge can then edit and resubmit for approval.
- Any issues raise with the District Lead Volunteer.
- Any international nights away don't approve unless the visits abroad form has already been checked by the Region Visits Abroad Recommender and approved by the Lead Volunteer.

And from the 'task list':

- Carefully review ['NAN' forms](#).
- Check all information meets the requirements laid out in Scouts' [Policy, Organisation and Rules \(POR\) Chapter 9.2](#) and the [Nights Away permit scheme](#). This includes reviewing the risk assessment and contingency plans for the trip.
- Support the event leaders in making any changes needed.
- Approve the event.