Warrington West

Night’s Away Update

May 2023

The following are some notes to explain the recent changes to Nights Away Notifications and requirements, as well as the requirement for those who wish to gain their “Nights Away Permit”.

The document will cover the new requirements and notification, and then cover the changes and requirements concerning Nights Away Permits.

**Nights away notifications and recent changes**

At the end of January 2023, a new NAN form was ratified at Gillwell, it replaced version 9 NAN form, since January this form has been re-released as VERSION 11 April 2023, this is the version that must be used when notifying District concerning an up-and-coming night away event.

These changes have originated from Gillwell and show the need for each district commissioner and team to be accountable in respect of ensuring that each event is meeting a minimum level of preparation before an event can happen.

It is NOT intended to instruct any group or NAP holder “How to camp” the ultimate responsibility for delivering a safe and P.O.R. compliant camp or event rests with the NAP holder/event leader and his/her leadership team.

The following notes should be distributed to all in your groups that are planning an event or hold a valid night’s away permit:

* The NAN form to use is VERSION 11, If an older version of the NAN form is presented it WILL BE returned and the event will not go ahead until the updated form is submitted and the contents checked.
* The following documentation must be in place (As a working document as a minimum) at the time that your send your NAN form to District.

As part of the planning and preparation for the Nights Away event the following documentation should be in place: **programmes, attendance information, medical and emergency contact information for attendees, InTouch system, menus and written risk assessments.**

You must provide a written risk assessment along with this form to your commissioner (or their nominee). **Other documentation (listed above) does not need to be provided with this form but must be available on request.**

**The main change from previous NAN forms is this; *you now have to get permission to hold your event from your district commissioner or a representative! To just notify is no longer allowed!***

***The NAN form will be checked, and the details examined so please be aware:***

* ***It takes time to check the forms details as such the sooner you can send your NAN form in the better, as IF changes are needed then time can be available to edit and resubmit with time to get permission to camp.***
* What is checked?
* The version of form submitted
* The training (Mandatory elements) of all leaders who are on camp
* The D.B.S. status of all adults on camp
* Evidence of suitable RA’s for main program and alternate program

You should provide compass numbers for all leaders/Adults on the event, we do not have time to search out and match names with compass numbers, “***If you do not supply names with compass numbers the form will be sent back to be edited”***

***It is noted and understood that details change on the run up to an event, the information needs to demonstrate a “Working document” that clearly shows good preparation!***

To make the requirements clear we have produced a Warrington West Protocol

* Warrington West Nights Away Protocol, See link below:
* [**https://www.warringtonwestscouts.org.uk/district-forms/**](https://www.warringtonwestscouts.org.uk/district-forms/)

Look under Nights Away.

Please make all persons in your group who are involved with planning nights away events aware of the details within this protocol, in summary:

* **Correct NAN form must be used**
* Full program of activities must be presented (Not full program containing all minute by minute information, JUST the activities that you intend to carry out.
* Appropriate risk assessments (RA’s) for each activity.
* An overall camping/cooking/fire/safety/medication/infection control RA that covers everything other than your activities.
* Show that you have planned, and risk assessed an alternative program of activities that can be used if the intended activities cannot go ahead, “For any reason” **See sample alternative program doc.** same link as above.

Why do we ask for a program of activities?

For the Night’s away team to be able to assess the RA’s and that they are covering the activities that are going to delivered, the team needs to see the activity program. The proposed activities then can be checked off against the RA’s that have been presented, if the RA’s cover the activities, then all is well, without a program this cannot be achieved!

To ask for a program seems outside of the version 11 NAN form requirements, however with reference to “Other **documentation (listed above) does not need to be provided with this form but must be available on request.”** We need this information and can request it; it seems more efficient to make this a part of our protocol from the outset.

Once all information has been checked and found to cover all elements then you will receive permission from the DC or representative, this will be a message NOT a signed copy of the NAN form, the reason is, to avoid situations where someone could copy this signature, it is unlikely but it should be considered, your information will be stored securely (Showing permission to camp) on the system for 2 months at which point it will automatically be deleted, as per requirements on the NAN form.

**Notes for those wishing to attain their Night’s Away Permit**

It is important to realise that those who are wanting to get their Permits “Will need to have a NAP holder as ultimate person in charge” on their event, the above information is still totally relevant; the following is what additional requirements are pertinent:

* As soon as a candidate has expressed an interest in attaining their NAP and a camp/event has been identified then contact the night’s away team and they will supply the candidate with **some specific guidance notes**.
* The nights away team will also provide an advisor who (If needed) can work with the candidate to give help and guidance where needed, to enable the candidate to cover all that is required during the planning element of the assessment.
* As a guide the information detailed on the NAN form is ONLY a start and more detailed evidence of sufficient planning is required in addition.
* When to aim to send your information in to your assessor/advisor? It is best practice to communicate regularly with your advisor and as a minimum send your paperwork with the NAN from in no less than “6 weeks before camp”, this will enable both the nights away team and your advisor time to do any checks that are required and to advise if any areas need a more attention.
* IT IS THE CANDIDATE'S CHOICE TO EITHER TAKE UP THE OFFER OF USING THE ADVISOR! If an advisor hears nothing, they will presume that the candidate is happy to “GO it alone or gain advice from someone else”
* Please see below some useful links that will help those consider what is involved when attaining and then using their permits:
1. <https://www.scouts.org.uk/volunteers/running-your-section/nights-away-and-camping/nights-away-permit-scheme/applicants-guide/>
2. <https://cms.scouts.org.uk/media/11874/ac120900-assessment-checklist-for-a-nights-away-permit-jan-19-1.docx>

 Warrington West Night’s Away team