

# Nights Away Information Form



Item Code FS120082 Jun/08 Edition no 3

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## Introduction

This form has been drafted to help Leaders by providing a template on which information can be given to parents and carers and their permission obtained for residential events. Furthermore it also provides Leaders with important and up-dated information regarding the young person.

The nature of residential events will vary from Section to Section ranging from an indoor sleepover for Beaver Scouts to greenfield summer camps for Explorer Scouts. Therefore some changes may be necessary to the type of information that is required. To allow this flexibility this form is provided as a Microsoft Word document, allowing Leaders to add, delete and amend information as is required for each residential experience. It is recommended you keep a copy of each form you send out to remind you of the information you have given.

## How To Use

To add information before printing simply click on each grey box and type the information you need. The area under **£Camp / Holiday Information** is there to allow you to brand the form to your Group / Section. If you type more than one line in a box it will expand to include all the information, however you may wish to change the spacing at other points to ensure all the information still fits on the page. Alternatively you can print the form as it is and fill in the details by hand. The grey boxes you see online will not show when printed.

If you wish to fill in and email the form without this page, you can find the form on its own at [www.scoutbase.org.uk/ps/activities/fs120082.doc](http://www.scoutbase.org.uk/ps/activities/fs120082.doc).

## Further Information

Some activities have specific Rules and guidance. You should check whether these apply by looking at the factsheets:

- FS120084 Scout Led Activities Index
- FS120086 Commercially Led Activities Index

Or alternatively visit the A-Z of Activities at [www.scouts.org.uk/activities](http://www.scouts.org.uk/activities)



# Nights Away Information Form



**Event:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Meeting place and time:** \_\_\_\_\_

**Collection place and time:** \_\_\_\_\_

**Cost:** \_\_\_\_\_

**Transport details:** \_\_\_\_\_

**Activities:** \_\_\_\_\_

**Further details:** \_\_\_\_\_

**Organiser and contact details:** \_\_\_\_\_

**Home Contact and contact details:** \_\_\_\_\_

*Please keep this section for your own information, and detach and return the section below.*

**PTO**

Note: All activities will be run in accordance with The Scout Association's safety Rules. No responsibility for the personal equipment/clothing and effects can be accepted by the organisers and The Scout Association does not provide automatic insurance cover in respect to such items.

Please complete and return this section to \_\_\_\_\_ by \_\_\_\_\_

**Name of young person:** \_\_\_\_\_ **D.o.B:** \_\_\_\_\_

**Event:**  
*I enclose a cheque / cash for £ \_\_\_\_\_ (please make cheques payable to \_\_\_\_\_ )  
I have noted the arrangements above and agree to the named young person taking part. I understand that the event  
Leader reserves the right to send any participants home if deemed necessary.*

**Is he/she able to swim 50 metres and stay afloat for five minutes in light clothing? Yes / No**

**Emergency contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Doctor's name and contact details:** \_\_\_\_\_ **Details of any medications currently being taken:** \_\_\_\_\_

**Details of any disabilities, conditions, allergies, special needs or cultural needs that might affect this event:** \_\_\_\_\_ **Details of any infectious diseases he/she has been in contact with in the last three weeks:** \_\_\_\_\_

*If it becomes necessary for the above named young person to receive medical treatment and I cannot be contacted to authorise this, I hereby give my general consent to any necessary medical treatment and authorise the Leader in charge to sign any document required by the hospital authorities.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Relationship to young person:** \_\_\_\_\_

*Please use the back of this form if more space is required*

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

# Nights Away Kit List

All young people will need to bring their personal equipment and should be encouraged to pack themselves. This list is only a guide.

- |                          |   |                          |                                    |
|--------------------------|---|--------------------------|------------------------------------|
| <input type="checkbox"/> | Complete uniform                        | <input type="checkbox"/> | Scarf, hat and gloves              |
| <input type="checkbox"/> | Warm sweaters, jumpers or sweatshirts   | <input type="checkbox"/> | Sun hat, sun cream and sun glasses |
| <input type="checkbox"/> | T-shirts or similar                     | <input type="checkbox"/> | Sleeping bag                       |
| <input type="checkbox"/> | Trousers or shorts                      | <input type="checkbox"/> | Foam roll / karrimat               |
| <input type="checkbox"/> | Spare underclothes (one pair per day)   | <input type="checkbox"/> | Plate, bowl, mug and cutlery       |
| <input type="checkbox"/> | Spare socks (one pair per day)          | <input type="checkbox"/> | Tea towel                          |
| <input type="checkbox"/> | Nightwear                               | <input type="checkbox"/> | Torch and spare batteries          |
| <input type="checkbox"/> | Hike boots or strong shoes              | <input type="checkbox"/> | Personal first aid kit             |
| <input type="checkbox"/> | Waterproof (coat and trousers)          | <input type="checkbox"/> | Day sack and plastic drinks bottle |
| <input type="checkbox"/> | Swimwear and towel                      | <input type="checkbox"/> | Polythene bags (for dirty clothes) |
| <input type="checkbox"/> | Hankies                                 | <input type="checkbox"/> | Teddy!                             |
| <input type="checkbox"/> | Personal washing requirements and towel | <input type="checkbox"/> |                                    |
| <input type="checkbox"/> |   | <input type="checkbox"/> |                                    |

- It is best to pack a rucksack or sports bag that you can carry on your back. Suitcases are not suitable for tents.
- All items should be clearly labelled with the young person's name.