

Applying to join Nights Away Permit Scheme

(In exceptional cases a DNAA who is familiar with the applicant's skills and camping experience may short-cut this process)

- a. Application for Nights Away permit assessment - sent to [DC](#) and [DNA Co-ordinator](#) at **least 8 weeks** before the camp – [Click here](#) for link to application form & Nights away information.
- b. District Nights Away Co-ordinator checks that applicant has completed Module 16 as a minimum prior to any level of assessment and Mod 38 for Camp-site / greenfield (or has already demonstrated the required skills)
- c. District Nights away Co-ordinator assigns District Nights Away Assessor to the applicant.
- d. Applicant plans a residential experience and liaises with allocated District Nights Away Assessor (DNAA) re permit holder for the event. Confirming dates, times and level of assessment.
- e. All documentation required for the event will be completed by the applicant and should be with assessor **at least 4 weeks** prior to the event. We are looking to see:
 - Nights away notification form
 - Application to nights away permit scheme
 - Camp programme
 - Camp Menu
 - Camp Budget
 - Camp kit List for Young people & Equipment list from stores
 - Information sent to parents & Young people
 - Risk Assessment for camp including Free time
- f. Plan is implemented
- g. DNAA attends event (if not staying overnight) - observation of and discussion with other leaders / young members. The number of visits carried during the event may vary but there will be at least one on-site visit.
- h. Discussion with applicant using check list (part may also be completed prior to the event) and / or to give guidance during the event if necessary
- i. Debrief will take place after the event to discuss and complete the check list including recommendations to the DC. This should take place **no later than four weeks after** the assessment camp.

In the event of an applicant wishing to have an assessment for an event outwith the Region, the DC / DNA Co-ordinator should be satisfied that the local DNAA will follow the process shown and assess to the same standards as a "home" DNAA.

There was some discussion about "moderation" i.e. whether assessments should be carried out by a sole DNAA or whether on occasion there should be opportunity for joint assessments to be done.

Process for renewal

POR 9.7.g

Permits must have an expiry date of not more than five years. When a permit expires the permit holder must apply for, be assessed for and be granted a new permit before they are able to run the activity again.

FS120801 Renewal

All permits have an expiry date which is a maximum of 5 years from the issue date. After this the permit ceases to be valid. Renewal of a permit is conducted in the same way as initial application except the form of assessment is likely to differ. The permit holder will need to complete an application form and pass it to their NAA. The NAA will consider the experience of the applicant and decide the most appropriate form of assessment. A practical assessment is unlikely to be required but the NAA may wish to meet the applicant or may simply consider the experience listed and issue a recommendation to the commissioner on the strength of the known evidence.

S&T renewal application to DC & ADC Adult Training (Who holds District Nights Away Assessors role) who determines whether to re-issue permit with or without formal re-assessment.

Other Districts - renewal application may go to DC or to DNAA

Applicants should be aware of any changes and updates to relevant guidance /rules etc

Contact Details:

ADC Adult Training - ADCAT@stirlingandtrossachsdistrictscouts.org.uk

District Nights Away Team - nightsaway@stirlingandtrossachsdistrictscouts.org.uk