

Visits abroad by Groups or sections in Clyde Region

Have you got a group going abroad this year? This checklist has been designed to support District Commissioners to ensure that those Groups planning visits abroad are complying fully with all Scouting rules and best practice.

Scout Group/Explorer Scout Unit/District details: _____

DETAILS TO BE CHECKED	DATE CHECKED
Appointments:	
Do all leaders going have a current appointment on Compass?	
Have all adults fully completed the appointments process (PVG scheme membership, references, getting started training)?	
If there are 18 – 25 year olds going and there is no Scout Network programme being offered, do the Networkers appear on Compass as having had a PVG check carried out and have they completed module 1 from the adult training scheme?	
Programme:	
Has the section submitted a draft programme?	
Do any of the activities require permits (https://members.scouts.org.uk/activities/)?	
If so, does someone have the relevant permit (the permit must be recorded on Compass)?	
Does someone have a night's away permit (the permit must be recorded on Compass)?	
Is there anyone on the information provided in the aged 18 – 25 years category? If so, is there a clear Scout Network programme planned for them?	
Administration & Finance:	
Has the section produced a budget that looks achievable?	
Have they taken out travel insurance with Unity (http://www.scoutinsurance.co.uk/cover_overseas_travel.html)?	
Do the number of adults and young people listed on the visits abroad form match the numbers on the insurance certificate?	
Are all adults properly covered by the insurance policy?	
Are the Group aware of Globetrekker for giving feedback following their trip (https://globetrekker.scouts.org.uk/)?	
Has the Group provided a full list of all adults & young people attending (& is the final list of those going the same as the first draft list)?	

DETAILS TO BE CHECKED	DATE CHECKED
Safety in Scouting:	
Has someone or is someone in the Group going to draft a risk assessment in relation to the proposed trip (see http://members.scouts.org.uk/supportresources/2360/risk-assessment)?	
Are there the correct ratio of adults to young people going on the trip, particularly having regard to the 'what if' scenario of a leader or young person taking ill and requiring to go to hospital or return to the UK (For Beavers, see P.O.R. rule 3.7g. for Cubs, see P.O.R. rule 3.8g. for Scouts, see P.O.R rule 3.9g., for Explorer Scouts see P.O.R. rule 4.7j.). Please note that dependant on the where the section is going and the activities being undertaken, a risk assessment may be requested to demonstrate that the ratios are appropriate.	
Has a home contact been appointed (see http://members.scouts.org.uk/intouch and P.O.R. rule 9.3)?	
Has adequate first aid cover been put in place for the activity (as determined by a risk assessment)?	

Please note that the details above are not a definitive guide for what is required for going abroad – it is a checklist of things for DCs to review.