

Safety for Managers and Supporters

<p>Learning Methods: Safety for Managers and Supporters Independent Learning</p> <p>More information on the learning methods can be found in the <u>Learning Opportunities for Leadership and Management Training</u>.</p>		<p>Topics covered:</p> <ul style="list-style-type: none"> • Duties and responsibilities related to the safe operation of Scouting. • Emergency and reporting procedures. • Activity permits and where to find detailed information. • Risk assessments why they are important, and how to complete them. • Developing a culture of safety. • Essential information on activities such as InTouch, medical details, age restrictions and other safety and welfare requirements. • Insurance information and the requirements for additional insurance. • Night's away permits and operations. • Role and responsibilities of the "leader in charge". 	
Check Your Knowledge			
Do I know...? (Confidence rating: 1=Low to 5=High)	Score	Do I know...? (Confidence rating: 1=Low to 5=High)	Score
My duties and responsibilities for the safe operation of local Scouting?		The InTouch system, medical detail requirements, age restrictions and welfare requirements of Scouting activities? (if relevant to your role)	
The emergency and reporting procedures to follow in the event of an accident or incident?		Where to access POR and other factsheets to provide guidance for Scouting activities? (if relevant to your role)	
The activities that require a specific activity permit and where to find information on the requirements?		The insurance requirements of The Scouts? (if relevant to your role)	
How to conduct a risk assessment for a Scouting activity or event?		The times when additional insurance is required to support specific events and activities? (if relevant to your role)	
How to develop a culture of safety within my role?		The requirements and procedures necessary for a Nights Away Permit and the role I play? (if relevant to your role)	

Adult's Personal File for Managers and Supporters

My role in approving and/or supporting activities that do not require formal activity permits? (if relevant to your role)		The role and responsibilities of the "leader in charge"? (if relevant to your role)	
Validation Criteria			
To validate this module, you will need to complete the following:	Evidence you could use may include one or more of the following:	Requires Revalidation	Relevant Role
Detail your duties and responsibilities for the safe operation of local Scouting.	<ul style="list-style-type: none"> • A discussion with your Training Adviser • Written details of your duties and responsibilities for the safe operation of local Scouting 	✓	All
Describe the emergency and reporting procedures to be followed in the event of an accident or incident, including the reporting of near misses. Explain your role in relation to these procedures.	<ul style="list-style-type: none"> • Discussion with your Training Adviser • Written details of the emergency and reporting procedures 	✓	All
Outline those activities that require specific activity permits, and where to find more detailed information.	<ul style="list-style-type: none"> • Discussion with your Training Adviser • List of activities which require specific permits along with details of where more detailed information 	✗	All
Provide an example of, and explain, a risk assessment which you have created for a Scouting activity or event.	<ul style="list-style-type: none"> • Discussion with your Training Adviser • Copy of a risk assessment you created for a Scouting activity or event 	✗	All
Explain the importance of creating a culture of safety within your area and describe the measures you have taken to promote this.	<ul style="list-style-type: none"> • Discussion with your Training Adviser • Written details of the importance of creating a culture of safety • Details of actions taken to promote a culture of safety 	✓	All
In addition, where relevant to your role, you will also need to complete the following:			
Describe your role in approving and/or supporting activities that	<ul style="list-style-type: none"> • Discussion with your Training Adviser 	✓	<ul style="list-style-type: none"> • Group Scout Leader

Adult's Personal File for Managers and Supporters

do not require formal activity permits.	<ul style="list-style-type: none"> • Written details of your role in approving and/or supporting activities which do not require permits 		<ul style="list-style-type: none"> • District Commissioner • If relevant to the role
Explain the InTouch system, medical details, age restrictions and other safety and welfare requirements for the range of activities available in Scouting.	<ul style="list-style-type: none"> • Discussion with your Training Adviser • Written details of the InTouch system identifying your role • Written details of the requirements for medical details • Written details of age restrictions and other safety and welfare arrangements for activities 	✓	<ul style="list-style-type: none"> • Group Scout Leader • District Commissioner • Section supporters • If relevant to the role
Explain how you have used Policy, Organisation and Rules and activity factsheets to provide guidance for a range of Scouting activities.	<ul style="list-style-type: none"> • Discussion with your Training Adviser • Written details of how you have used POR and activity factsheets to provide guidance • Witness statement from adults you have provided guidance to 	✓	<ul style="list-style-type: none"> • Group Scout Leader • District Commissioner • Section supporters • If relevant to the role
Describe the insurance requirements of The Scouts and state those events and activities for which additional steps must be taken.	<ul style="list-style-type: none"> • Discussion with your Training Adviser • Written details of the insurance requirements • Written details activities and events which require additional insurance 	✓	<ul style="list-style-type: none"> • Managers • Supporters if relevant
Explain the requirements and procedures necessary to gain an activity permit and describe their role in the process.	<ul style="list-style-type: none"> • Discussion with your Training Adviser • Written details of the requirements and process for gaining activity permits including your role 	✓	<ul style="list-style-type: none"> • Managers • Supporters if relevant
Explain the requirements and procedures necessary to gain a nights away permit and describe their role in the process.	<ul style="list-style-type: none"> • Discussion with your Training Adviser • Written details of the requirements and process for gaining nights away permits including your role 	✓	<ul style="list-style-type: none"> • Managers • Supporters if relevant
Explain the role and responsibilities of the leader in charge.	<ul style="list-style-type: none"> • Discussion with your Training Adviser 	✓	<ul style="list-style-type: none"> • Managers • Supporters if relevant

Adult's Personal File for Managers and Supporters

	<ul style="list-style-type: none">• Written details of the role and responsibilities of the "leader in charge"		
--	--	--	--