



REVISED SENIOR SECTION PERMITS

The revised Senior Section Permits are modular, bringing them in line with other adult Association Training Opportunities.

The permits replace the existing Overnight Hike Permit and Camp Permit (1995). They offer greater flexibility and a wider range of opportunities to the Senior Section member. Candidates currently working towards the existing permits may wish to transfer what they have done already into the revised modular syllabus. The existing syllabus will remain available until September 2000. From October 2000 onwards, all candidates will use the revised version, as below.

The revised syllabus and record pages will feature with the new Look Wider materials, giving each member the opportunity to use them. As the revised Look Wider materials will not be available until after the camping season, please feel free to photocopy this Hotline for candidates.

In order to facilitate the implementation of the revised permits, Guiding Manual amendments, agreed by the Association Executive Committee in April 2000, are enclosed with this Hotline.

Introduction to the Permits

The Overnight Permit enables any Senior Section member to take up to eight others, from the Senior Section or Guide Section, away overnight. The event may vary in length but should be no longer than 24 hours. For example, the event could take place after a Unit meeting and finish at breakfast time, where no catering is necessary.

The Senior Section Permit enables any Senior Section member to take up to eight others, from the Senior Section or Guide Section, on a camp or holiday of two nights or more.

All candidates must have a relationship with those 8 members: they should be peers in the Senior Section, or Guide Section members with whom she works closely, e.g. a Young Leader/Guider may take away up to 8 Guides with whom she works. This must be with the approval of the Senior Section Guider, Look Wider Team, and Guide Guider, where appropriate.

Parental consent is required for all those going away under 18 years of age.

Both permits may be used for a base camp/holiday or a mobile expedition camp/holiday in lowland or open country.

Members of a Joint Unit may take away male members of the Scout Association, provided parents are in agreement.

Requirements

- Candidates should complete the modules identified in the table below for the type(s) of event that they wish to run.
- Candidates should provide evidence for their Assessor of the preparations and plans they have made, including records and receipts.

Assessment

Assessment must be by an experienced Camp/Holiday Licence holder. This should not be the candidate's own Guider or somebody with whom she Guides on a regular basis. Senior Section Guiders should help to identify an Assessor, who is responsible for:

- making arrangements to see the candidate.
- negotiating opportunities for relevant experience/training.
- talking through any areas of concern.
- assessing and returning evidence within agreed time-scales.
- visiting the event.
- signing the assessment record.

Note: Holders of the Guide Camp Permit, or with other experience, will be accredited with prior learning as felt appropriate by the Assessor.

Note: Two people may be assessed for this permit at the same venue and may share activity sessions. However, in every other aspect, the events must be planned and run as separate events with each candidate working with up to eight peers/Guides as a separate group.

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Modules required for each qualification

Senior Section Overnight Permit

Module titles	Module number	Camp or Holiday with peers	Camp or Holiday with Guides	Expedition or Camp or Holiday with Peers or Guides
Plan a residential event	1	✓	✓	✓
Organise and administer a residential event	2	✓	✓	✓
Plan for safety and security of self and others	3	✓	✓	✓
Organise catering arrangements	4			
Make health and first aid arrangements	5			
Organise and maintain equipment for activities	6			
Organise the care and maintenance of camp site equipment	7			
Prepare and co-ordinate a programme of activities for Guides	8			
Prepare and organise a mobile expedition	9			✓

Senior Section Permit

Camp with peers	Camp with Guides	Holiday with Peers	Holiday with Guides	Expedition Camp with peers	Expedition Camp with Guides	Expedition Holiday with peers	Expedition Holiday with Guides
✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓
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✓	✓	✓	✓	✓	✓	✓	✓
✓	✓			✓	✓		
	✓		✓		✓		✓
				✓	✓		✓

Modules completed do not need to be repeated when taking a new permit/licence.



Module 1 - Plan a residential event

Element 1a: Decide on the type of event.

How do I achieve this?

- I. Discuss the event with the Senior Section Guider, Guide Guider, Advisers and Commissioner, as appropriate.
- II. Discuss the event with participants and the Look Wider Team, where appropriate.
- III. Agree the purpose of, and objectives for, the event.
- IV. Agree the type of event and the programme content.
- V. Ensure chosen activities are relevant to participants' abilities.
- VI. Set timetable for planning.

Note: Advisers to consult may be camp/holiday/walking Advisers, as appropriate.

Note: For an overnight event, a full programme may not be relevant.

Element 1b: Select venue and make transport and activity bookings.

How do I achieve this?

- I. Choose an approved venue, suitable for the type of event chosen.
- II. Consider transport needs.
- III. Ensure plans adhere with Association guidelines by checking the Guiding Manual.
- IV. Check insurance cover.
- V. Book selected venue.
- VI. Book activity sessions, as appropriate.
- VII. Consider catering requirements.

Note: For an overnight event, there may be few or no catering requirements.

Element 1c: Identification of support, taking into consideration experience.

How do I achieve this?

- I. Identify adult support required.
- II. Identify tasks and roles for participants for the event.
- III. Complete or hold basic emergency aid or first aid certificate.

Note: Events involving any members under the age of 16 must be held within calling distance of an adult who has agreed to help if needed. For expeditions, the adult must be contactable by the group throughout the event and must arrange to meet the group at least once each day.

Note: Senior Section members are welcome to attend Guide Association 1st Response courses. Alternatively, St. John Ambulance run Young Life Saver and Young Life Saver Plus awards for people up to the age of 15 and adult courses for those 15 and above.

Element 1d: Communicate and consult with all participants.

How do I achieve this?

- I. Plan with all participants.
- II. Discuss roles with each member.
- III. Involve everyone when changes are planned.
- IV. Prepare and distribute kit list.

Module 2 – Organise and administer a residential event.

Element 2a: Establish and operate an overall budget.

How do I achieve this?

- I. Estimate overall costs.
- II. Calculate fees per person based on minimum numbers.
- III. Communicate costs to members.
- IV. Set up an appropriate record for income and expenditure.
- V. Collect fees from participants and provide receipts.
- VI. Keep receipts and ensure records are accurate and up to date.
- VII. Pay bills.
- VIII. Produce final accounts.

Note: Overall costs will include site fees; transport; food; activities; days out; equipment hire; fuel; administration.



Element 2b: Decide on equipment.

How do I achieve this?

- I. Identify and make a list of equipment required for the planned programme.
- II. Find out where to buy/hire/borrow equipment and the cost involved.
- III. Obtain equipment in good time.

Element 2c: Complete and distribute Guide Association forms.

How do I achieve this?

- I. Complete application form (A/P), Camp/Holiday Run by Senior Section Permit Holder, and have it signed by the Senior Section Guider.
- II. Send permission form (A/P) to Commissioner.
- III. Complete and distribute consent form (G/C) to participants under 18.
- IV. Complete and distribute participants' health form (G/H).
- V. Receive consent slip (A/Ac) and ensure that it is available throughout event.
- VI. Collect consent forms (G/C) from participants under 18.
- VII. Provide final details and explain emergency home contact system to parents/carers and peers.
- VIII. Collect participants' health form (G/H) at the beginning of the event and keep safely, but to hand, throughout.

Note: If the person taking the permit is the Senior Section Guider, then the Commissioner should take on the responsibilities of the Guider, as listed in the routing on the reverse of form A/P.

Element 2d: Return the facilities in good condition and express thanks.

How do I achieve this?

- I. Arrange for a final check before leaving.
- II. Ensure the facilities are returned in an acceptable condition to the site owner.
- III. Arrange to thank the adult who was on-call.

Module 3 - Plan for safety and security of self and others.

Element 3a: Set up and operate emergency procedures.

How do I achieve this?

- I. Establish an adult to be the home contact and ensure that they have contact details of participants' parents/carers.
- II. Establish location of nearest telephone.
- III. Consider any participants with special needs.
- IV. Set up emergency procedures for both on and off site.
- V. Brief all participants about emergency procedures.
- VI. Demonstrate a knowledge of fire precautions.

Element 3b: Set ground rules.

How do I achieve this?

- I. Ensure that all participants know about emergency procedures to be followed and site rules set by the owner.
- II. Ensure health and safety of all participants.
- III. Ensure safety of all participants in the kitchen area, including first aid provision.

Module 4 - Organise catering arrangements

Element 4a: Establish cooking and storage facilities available.

How do I achieve this?

- I. Identify catering and storage facilities.
- II. List catering and storage equipment required.
- III. Obtain necessary equipment.

Element 4b: Ensure the planning of a suitable balanced menu.

How do I achieve this?

- I. Discover dietary needs of all participants.
- II. Plan menu with participants taking into account programme and time of year.
- III. Plan menu taking into account cooking methods and storage facilities available.



- IV. Plan menu within budget available.
- V. List supplies required and organise purchase.
- VI. Arrange for the preparation, cooking and serving of food.
- VII. Cook at least one hot meal.

Element 4c: Set up and maintain good food hygiene standards.

How do I achieve this?

- I. Set up and maintain hygienic storage facilities.
- II. Establish site requirements for waste disposal.
- III. Make arrangements for waste disposal.

Module 5 - Make health and first aid arrangements.

Element 5a: Establish availability of suitable facilities and utilities.

How do I achieve this?

- I. Identify safe water supply and ensure provision during the event.
- II. Identify toilet and washing facilities available and maintain standards during the event.

Element 5b: Have an up-to-date knowledge of emergency aid and incident management.

How do I achieve this?

- I. Ensure details of local medical services are available.
- II. Ensure records are kept of all treatment/medication taken.

Note: Each participant should be responsible for the administering and safekeeping of personal medication. Where possible, medication should be kept in a centrally locked location.

Element 5c: Check first aid supplies.

How do I achieve this?

- I. Establish what first-aid items are required.
- II. Check existing items are in date.
- III. Purchase necessary supplies.
- IV. Ensure First Aid Kit is available to all during the event.

Note: When cooking facilities are being used, a First Aid kit should be kept within the kitchen area.

Module 6 - Organise and maintain equipment for activities.

Element 6a: Check condition of equipment.

How do I achieve this?

- I. Prepare list of equipment.
- II. Ensure equipment is checked for safety and suitability before use.
- III. Record any damage as it occurs, and/or defects as they are noticed, and advise owners.

Note: Where a candidate is unable to guarantee the safety of equipment then the guidance of an appropriate adult should be sought. External providers should guarantee the safety of equipment before it is used and must accept responsibility for the safety of that equipment.

Element 6b: Brief all participants in the care and the safe use of equipment.

How do I achieve this?

- I. Identify gaps in knowledge of all participants.
- II. Arrange appropriate instruction for equipment to be used in programme activities.
- III. Ensure equipment is cared for and used correctly.
- IV. Ensure that hazardous equipment is used and stored safely.

Element 6c: Arrange for return of equipment and restocking of consumables.

How do I achieve this?

- I. Check items against list of equipment.
- II. Ensure all borrowed/hired equipment is returned on time and in good condition.
- III. Replace consumables or organise payment for those used.



Module 7 - Organise the care and maintenance of campsite facilities.

Element 7a: Maintain equipment and facilities for use.

How do I achieve this?

- I. Decide on the tentage and other equipment.
- II. Brief all participants about the correct use and daily care of equipment and facilities.
- III. Support participants in the care of their personal kit and bedding.

Element 7b: Set up camp.

How do I achieve this?

- I. Lay out the site in a safe and hygienic way.
- II. Pitch the tent(s).
- III. Ensure that the camp has the lowest possible impact on the environment.
- IV. Know how to make emergency/small repairs to a tent.
- V. Ensure the correct care of tentage for the weather conditions.
- VI. Demonstrate safe use of the cooking method chosen.

Element 7c: Take down equipment and make arrangements for storage.

How do I achieve this?

- I. Prepare a plan for dismantling the camp.
- II. Allocate tasks to all participants.
- III. Strike the tent(s).
- IV. Make arrangements for the cleaning, checking, repairing as necessary and packing of equipment.
- V. Make contingency plans in the event of wet tents.
- VI. Arrange for repair and storage of equipment.

Module 8 - Prepare and co-ordinate a programme of activities for Guides.

Element 8a: Plan a flexible programme which meets Guides' needs.

How do I achieve this?

- I. Plan a basic daily programme.
- II. Discuss daily plans with participants
- III. Determine the time required for each activity.
- IV. Review and discuss successes and concerns each day.
- V. Plan alternatives for wet weather.

Module 9 - Prepare and co-ordinate an expedition.

Element 9a: Make preparations, arrangements and carry out.

How do I achieve this?

- I. Undertake appropriate training or gain a qualification for the chosen method of travel, e.g. Walking Training Scheme, Basic Expedition Leader Award, British Canoe Union Award.
- II. Complete a route plan and distribute to relevant Advisers, home contact and adult on-call, where appropriate.
- III. Ensure all participants are capable of the demands of the planned route.
- IV. Plan menu and a timetable for purchasing supplies.
- V. Ensure that at least one other participant has adequate navigation skills.
- VI. Carry out an expedition of at least one night.

Note: Advisers will use the route plan to check that the route is appropriately followed and may meet participants during the event.