

Pang Valley District Nights Away Approval Process (correct at 1st September 2026)

The details below are to help you complete a Section Nights Away Permission to Camp from submission by you through to gaining approval by the District. **All steps must be followed.**

1. Log in

Log in to the scouts.org.uk website using your Team Leader or Team Member account.

Go to [My membership](#)

Do **NOT** use the Berkshire County NA system unless advised to do so by a Pang Valley DLV.

2. Open the Nights Away approval form

Scroll down to **Request Nights Away approval** and click on the link

3. Complete all three sections

Fill in all fields with as much detail as possible. Every field must contain something – use 0 if a field does not apply to your event.

The three sections are:

- **Event Information**
- **Event Leadership Information**
- **Planning and Approvals**

4. Contingency Plans

In the **Planning and Approvals** section, write your contingency plans and share them with your GLV **for written approval**, **DO NOT** use the Berkshire Activity Approval Process for contingency plans.

5. Adventurous Activities

Include the Permit Holders details if you are running an Adventurous Activity (EG: Climbing, Rafting, Archery, Rifle Shooting, Off Road Cycling etc) this link will help you find out if you are running an Adventurous Activity: [Scouts.org Adventurous Permit Scheme Link](#). Note that for some of the activities (for example shooting) there is no Permit but there is a requirement for specific qualifications to be held.

6. Uploading Risk Assessments

Although you can add various RA documents, the My Membership system only allows the Nights Away Approver (NAA) to see one document. So, you must merge your various RAs into one document - this must include all your various activities, including Duty of Care, Travelling, Set up/De-camp, Activities, Free Time, Venue Visits. Also, the External Provider Risk Assessments and their Insurance Documentation (if you are using an external provider for any part of your event)

7. Waiver forms

- If the Provider asks you or your parents to sign a 'Waiver Form' you must contact one of the DLV's to get it approved prior to the Activity taking place. Contact them via: dlv@pangvalleyscouts.org.uk
- You will now need to click '**Save**' if the Provider is asking you to sign a 'Waiver' to allow time for the DLV to approve the Waiver.
- **Once the 'Waiver' has been approved by one of the DLVs you can move on to the next steps**

8. Submit your application

- Click **submit** (or **save** if you still need to add details later) - remember you must **submit** for the notification to arrive with the District Nights Away Approver, failure to remember this will not trigger the system to start the internal approval process.
- After submitting, you will see a confirmation screen showing that your Nights Away application has been submitted.

9. Minimum notice period

Your Nights Away Application will be processed providing you have completed the above steps and **submitted by a minimum of 7 days prior to the event** - ideally much longer as there is a lot to check prior to approval

10. Approval or feedback

- You will normally get approval within those 7 days or some feedback from the Nights Away Approver of something to either add, change or amend
- If you do not hear from the NAA by 2-3 days before the event, please make contact
- You **MUST NOT** run your Nights Away Event until you have received District approval

11. Changes during the event

If while you are on camp you need to run an activity that was **not** on your original programme (due to things out of your control or due to a change of plan) you will need to inform your GLV immediately. You should do this via a phone call and not rely on messaging.

Remember that all Activities must have a RA completed and shared prior to and during the running of an activity - this includes '**ad hoc**' Activities.

12. Contacts

Nights Away Assessor	Cathryn Knight	07793196863
DLV	Vince Knight	07767816373
DLV	Tom Farmer	07730615353

Pang Valley District

Nights Away Approval Check List

(correct at 1st September 2026)

Duty of Care

We all have a duty of care – for the young people in our care, and but also to our adult volunteers and ourselves. Everyone should actively look out for one another.

A key part of this is communicating hazards and risks clearly at the start of every activity. A key part of this is **clearly explaining the hazards and risks at the start of every activity**. This must be done **verbally**, not just in emails to parents or team members. Talking through the risks helps build awareness, confidence, and good judgement across the whole team.

The Activity Risk Assessment Checklist below is there to help you make sure your Risk Assessment is complete and that nothing important has been missed. Remember to include everyday risks such as slips, trips, burns, weather conditions, and the possibility of young people becoming lost.

Activity Risk Assessment Checklist

- 1. Are you using an External Provider for any part of your event?**
 - If you are using an external provider, are they on the approved list below?
 - If they are not on the list, you must contact the DLV as soon as possible
- 2. Are you using a holder of a Scout Adventurous Activities Permit for any part of your event?**
 - If you are, is the permit in date?
 - If you are running an Adventurous Activity, check the requirements (this link will help you find out more info if you need it: [Scouts.org Adventurous Permit Scheme Link](#))
- 3. Location details**
 - Is the [full postal address and postcode](#) provided for the activity location?
 - If there is no postal address and postcode provided, there must be a [What3words](#) location.
- 4. Equipment, liquids, and chemicals**
 - Have you listed all equipment being used?
 - Have you identified any liquids, chemicals, or substances and mitigated the risks?
- 5. Ability of the young people?**
 - Have you considered whether the young people are capability of taking part safely?
 - Consider strength, stamina, dexterity, and any additional needs for each of the young people and adults.
- 6. Skills and experience of adults and leaders?**
 - Have you mentioned your own experience and that of the adults supporting the activity?
 - Have you also taken account of how any limited experience may increase risk levels and require additional controls?
- 7. Hazards and control measures**
 - Have you clearly listed the hazards and the control measures needed to manage each one?

8. Duty of care considerations

Check that you have covered arrangements for:

- | | | |
|-------------------------|--|--|
| a) Drop-off and pick-up | b) Car parks and busy areas | c) Public areas such as towns or villages |
| d) Toilet breaks | e) Train stations, underground travel, theme parks | f) Open spaces where young people may become separated |

9. Communication of risks

- Does the Risk Assessment explain how risks have been shared with young people, adult helpers, and the team?
- Does it state how these points risks will be verbally discussed shortly before the activity begins?

10. Change of plan or emergencies

If plans change unexpectedly, how will you:

- access parents' contact details?
- enable parents to contact them (e.g., early pick-up, delays, family emergencies)?

The [InTouch factsheet](#) may be a useful reference point.

11. Emergency procedures?

- Does the Risk Assessment clearly state what will happen in an emergency and who is responsible for each action?
- The [Safe Scouting: what to do in an emergency factsheet](#) will be a useful reference.

Note:

This process will be reviewed annually.

All feedback is welcome.

Please send any suggestions to the DLV to help improve the Activity Risk Assessment Checklist.

Pang Valley District

Approved External Activity Provider List

(correct at 1st September 2026)

The external activity providers listed below have been checked and approved by Unity, the Scouts' insurance broker. This means that their Public Liability Insurance meets the standards required when a provider asks parents to sign a *Waiver Form* before a young person takes part in one of their instructor-led activities.

If the external activity provider you plan to use is *not* on the list, you must contact the DLV at: dlv@pangvalleyscouts.org.uk

The DLVs will guide you through the process to get the activity provider reviewed and added to the District's approved list if appropriate.

	Activity Provider	Location
1.	Clip n Climb https://reading.clipnclimb.co.uk/	Reading
2.	Parthian Climbing https://parthianclimbing.com/reading/	Reading
3.	High Fly Trapeze https://www.highflytrapeze.com/	Oxford
4.	Ozone Ice Rink https://ozonerink.co.uk/	Bracknell
5.	Oxygen Trampoline https://oxygenactiveplay.co.uk/activity-parks/reading/	Reading
6.	FACE Activity Centre https://www.faceactivitycentre.co.uk/	Lower Basildon (Beale Park)
7.	Black Mountain Adventure https://www.blackmountain.co.uk/	Brecon Beacons
8.	Andrew Simpson Centre https://andrewsimpsoncentres.org/our-centres/reading/	Theale
9.	Prospect Park Ranger Station https://www.reading.gov.uk/leisure/active-reading/ranger-station-at-prospect-park/	Reading
10.	The Climbing Hangar https://www.theclimbinghangar.com/readingclimbing	Reading
11.	Wokingham Waterside Centre https://wokinghamwatersidecentre.com/ (Medical Form only required)	Wokingham

	Activity Provider	Location
12.	Teamsport https://www.team-sport.co.uk/go-kart-tracks/reading	Reading
13.	Adventure Dolphin https://www.adventuredolphin.co.uk/	Pangbourne
14.	Zip World https://www.zipworld.co.uk/locations	Penrhyn, North Wales
15.	Land & Wave https://landandwave.co.uk/	Swanage