

Pang Valley District Activity Approval Process

(correct at 1st September 2026)

These steps guide you from submitting a Section Activity Approval (AA) request through to receiving District approval. All steps must be followed.

Starting your AA Request

1. **Log in to the Berkshire Scouts website** using your team leader or team member account.
[Berkshire Scouts Website Login](#)
2. **Open the Activity Approvals page** by selecting the link under “*List of applications*” on the right-hand side.
3. **Click the green ‘Actions’ button**
4. Choose ‘**New Activity Approval**’ to start a new request, or ‘**My Activity Approvals**’ to view your existing ones.

Completing the AA Online Form

5. **Work through all four stages of the online form**, providing as much detail as possible to help the Approver assess your activity quickly.
6. **Include the [full postal address and postcode](#)** for the activity location. Add a [What3words](#) location if you do not have the postal address and postcode.
7. **Include details of the Permit Holders** if you are running an Adventurous Activity (this link will help you find out if you are running an Adventurous Activity: [Scouts.org Adventurous Permit Scheme Link](#))
8. **Click the relevant Disclaimers on stage 3** and ensure your team’s training is up to date
9. **Upload all required risk assessments and documents**, including your:
 - Duty of Care Risk Assessment
 - Activity Risk Assessment
 - Provider’s Risk Assessments and their Insurance Documentation (if you are using an external provider)

If a Provider Requires a Waiver

10. If the provider asks you or parents to sign a **Waiver Form**, you **must contact a DLV** for approval **before** the activity takes place and **before** signing any waivers: dlv@pangvalleyscouts.org.uk
11. **Click ‘Save’** if a waiver is required.
12. Once the ‘Waiver’ has been approved by one of the DLV’s you can then move on to the next steps

Submitting and Approval

13. **Click ‘Submit’** to send your Activity Approval request.
14. You will receive an **email confirmation** from the County system stating that your activity is awaiting approval.
15. Your Activity will be reviewed. **IMPORTANT:** you must have completed the above steps and submitted the Activity Approval **by at least 7 days prior to the event**
16. **Following** submission, within 7 days you will receive:
 - **approval** for your activity, or
 - **feedback** requesting changes or additional information

17. If you have **not heard from your Approver by 2–3 days before the event**, contact them using the details in the original County email or via the phone numbers provided below.
18. Once any requested amendments are completed, the Approver will **approve your activity**.
19. **You** will receive a **final approval email** from the County system.

Important Notes

20. If your plans change and you **run a different activity**, you must **submit a new AA request**, even for last-minute changes or ad-hoc activities.
21. **You must NOT run the activity until District approval has been received.**

Approver	Phone	Approver for ...
Tom Farmer	07730 615353	1 st Aldermaston 79 th Reading 80 th Reading
Vince Knight	07767 816373	1 st Burghfield & Sulhamstead 1 st Purley & Pangbourne 63 rd Reading
Ian Savill	07803 760627	1 st Theale & Calcot 1 st Ufton Nervet 95 th Reading (Sienna)

Pang Valley District Activity Approval Check List

correct at 1st September 2026

Duty of Care

We all have a duty of care not only to the young people in our care, but also to our teams 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. This must be done verbally, not just through emails to parents or team members. Clear communication helps build awareness, confidence, and good judgement across the whole team.

The Activity Risk Assessment checklist below is designed to help you ensure your Activity Risk Assessment is complete and that you haven't missed anything. Remember to include everyday risks such as slips, trips, burns, weather conditions, and getting lost.

Activity Risk Assessment Checklist

1. Is the Risk Assessment in date?

Confirm the event date and ensure it is still valid.

2. Is this a one-off Risk Assessment?

If it is, please clearly state that it applies only to this specific activity or event.

3. Who completed the Risk Assessment?

Include the name (and membership number, if known) of the person completing the Risk Assessment

4. Location details

Provide the [full postal address and postcode](#) for the activity location. Add a [What3words](#) location if you do not have the postal address and postcode

5. Equipment, liquids, and chemicals

Consider all equipment being used. Identify any liquids, chemicals, or substances involved and assess their risks.

6. Ability of the young people

Think about whether the young people are capable of taking part safely. Consider strength, stamina, dexterity, and any additional needs each of the young people may have.

7. Skills and experience of adults and leaders

Reflect on your own experience and that of the adults supporting the activity. Limited experience may increase risk levels and require additional controls.

8. Hazards and control measures

Clearly list the hazards and the control measures you will use to reduce or manage each risk.

9. **Duty of care considerations**

Include arrangements for:

- Drop-off and pick-up
- Toilet breaks
- Car parks and busy areas
- Train stations, underground travel, theme parks
- Open spaces where YP may become separated
- Public areas such as towns or villages

10. **Communication of risks**

Explain how hazards and risks have been shared with YP, adult helpers, and your team. Ensure these points are **verbally discussed shortly before the activity begins**.

11. **Change of plan or emergencies**

In the event of a change of plan due to things out of your control, how will you:

- Access parents' contact details
- Allow parents to contact you (e.g., early pick-up, delays, family emergencies)

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

12. **Emergency procedures**

State clearly what will happen if an emergency occurs and who is responsible for each action.

The [Safe Scouting: what to do in an emergency factsheet](#) may also be a useful reference point

Note:

This process will be reviewed annually.

All feedback is welcome. If you have any feedback to improve the Activity Risk Assessment Checklist, please contact the DLV.

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 Hanger https://www.theclimbinghangar.com/readingclimbing	Reading

	Activity Provider	Location
11.	Wokingham Waterside Centre https://wokinghamwatersidecentre.com/ (Medical Form only required)	Wokingham
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