

Pang Valley District

Applying for a Camp (Nights Away) Permit

(correct at 1st September 2026)

Use this process whether you are applying for a **new** Camp Permit or **renewing** an existing one. Please follow each step.

1. Log in

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

Go to **My Membership**.

Scroll down to **Explore Permits** and click on this link.

2. Select the Nights Away permit

You will then see a long list of permits types.

Scroll down until you find 'Nights Away' and click on this link.

3. Apply

You will now see a page with 2 options.

Click on the '**Apply**' link, complete the form and follow the instructions.

4. If you are looking to renew your permit

If you are applying to renew your Camp Permit and your current permit is still in date the online form may not let you continue.

In this case, email the Nights Away Assessor (NAA) directly.

5. Submission

Once you complete the online form, the system will send it automatically to the Nights Away Assessor for review.

6. Contact from the Assessor

The NAA will contact you to explain the next steps.

If you have not heard from the NAA within seven days, please email directly (PV NAA email is rikki2010@gmail.co.uk) explaining you have completed the online process and are just checking receipt of the form. Remember to copy the email to your GLV.

7. Agreeing the permit type

- You and the NAA will discuss and agree which type of Nights Away Permit is most appropriate for you
- You can read more about the Nights Away Permit Scheme using this link [Nights Away Permit Scheme](#)

8. Requirements for a new permit

Please note you will need to plan, organise and run with a team a minimum of a weekend camp to qualify for a new permit.

9. Requirements for renewing a permit

If you are renewing your permit, you must show evidence that you have been running camps over the past 5 years.

10. Please remember you **MUST NOT** run a Nights Away Event until you have been awarded your approved Nights Away (Camp) Permit.

Note: The details on the following pages are there for your info – they should also help you plan future camps

Pang Valley District

Nights Away Activity Risk Assessment - 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 that 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.

Nights Away Activity Risk Assessment – Approval Checklist

1. Is the Risk Assessment in date?

Confirm the event date(s) 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. Author

Include the name (and membership number, if known) of the person completing the Activity 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. Using an External Provider?

- If you are using an external provider, is the external provider on the District's approved list below?
- If it is not, you must contact the DLV as required in the AA process

6. Using a holder of a Scout Adventurous Activities Permit?

- 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](#))

7. Equipment, liquids, and chemicals

- Have you listed all equipment being used?
- Have you identified any liquids, chemicals, or substances and mitigated the risks?

8. Ability of the young people

- Have you considered whether each of 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.

9. 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?

10. Hazards and control measures

- Have you clearly listed the hazards and the control measures needed to manage each hazard?

11. 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

12. Communication of risks

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

13. 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.

14. 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 Nights Away 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