

Checklist for Review of Nights Away Notifications:

- Permit Holder – check that holding current permit for type of residential experience
- First Aid – check that there will be a currently qualified First Aider present for the duration of the event
- Adult DBSs – check that all adults staying over on camp have valid DBS
- Adult/Child ratio – check appropriate levels
- Programme – Review Programme
 - Special Activities – if relevant, check that appropriate permit holders will be present for the duration of any special activities for which a permit is required
 - Nights Away Passports – if any Scouts or Explorers will be leading any event, check that Nights Away Passports have been issued
- InTouch system - check in place and In Touch contact details on form
- Risk assessments – check appropriate risk assessments undertaken
- Venue - Confirm that venue appropriate and not on prohibited list

Once approved, please email to Elaine Brind (Beavers), Mark Denton (Cubs), or Liz Jack (Scouts) confirming that you have reviewed and approved the NAN, and cc DC for info. NANs for Explorer Scouts are reviewed/approved by Martin Allen (DESC) and forwarded to DC for information.