

Approving Activities in Beverley and Hornsea



Last Reviewed: 01/08/2026 (Effective from 19/08/2026)

Policy, Organisation and Rules (POR)

POR (rule 9a.1.3) states that:

“The District Lead Volunteer is responsible for approving all activities for Squirrels, Beavers, Cubs, Scouts, Explorers and Scout Network taking place for members from the District. This must be by means of a system agreed between the District Lead Volunteer and each Group Lead Volunteer or District 14-24 Team Leader..”

This document sets out the agreed process for approving activities in Beverley and Hornsea District in accordance with POR Rule 9a.1.3.

When do I need to submit the Form?

The Form must be completed where any of the following apply:

- The activity is taking place away from the normal meeting place.
- The activity is taking place at a different time or on a different day to the normal section meeting (changes of up to one hour do not require an Activity Form).
- The activity requires an Adventurous Activity Permit holder or National Governing Body (NGB) qualification, regardless of location or time.
- The form is acting as a Substitute Nights Away Notification.

The form will normally be completed by the Section Team Leader, Team Member, Lead Volunteer or Leader in Charge.

The forms should normally be submitted at least 7 days before the activity. It is accepted that this timescale may not always be achievable for short-notice activities.

By submitting the form you confirm that:

- You have complied with the relevant sections of Policy, Organisation and Rules (POR).
- A suitable risk assessment has been completed.
- The activity is appropriately planned and supervised.

Approval Responsibilities

1. The District Lead Volunteer is responsible for authorising all activities that take place in Squirrels, Beaver, Cub and Scout sections in their Group (with the exception of those mentioned elsewhere in this document).
2. The District 14-24 Team Leader is responsible for authorising all activities that take place in Explorer Scout Units and Scout Network in the District (with the exception of those mentioned elsewhere in this document).
3. All visits abroad need to follow the appropriate process as set out on Policy, Organisation and Rules (POR).

Additional Requirements

4. Nights Away

All Nights Away Notification (NAN) forms for Nights Away activities must be submitted electronically via My Membership on scouts.org.uk together with any required supporting documentation. The activity must not take place without positive approval from the appropriate Lead Volunteer (or nominee).

Where a Nights Away activity is being approved by another Lead Volunteer and does not require approval from Beverley and Hornsea District, the form must be submitted instead for Beverley and Hornsea participants. This is known as a Substitute Nights Away Notification.

5. Activities requiring permits or qualifications

Any activity requiring an Adventurous Activity Permit holder or National Governing Body (NGB) qualification must have an Activity Form submitted for each occasion the activity takes place, regardless of whether it is during the section's normal meeting time or at its usual meeting place.

This ensures the relevant Lead Volunteer is aware of the activity taking place and that appropriate supervision has been arranged.

6. Air Activities

All Air Activities need to follow the appropriate process as set out in POR.

7. Policy, Organisation and Rules

All activities must also follow all the rules set out in POR Chapter 9 and all other relevant chapters and rules of POR.

Changes

Once the form has been submitted changes are unable to be made. If the session is to be cancelled or a change needs to be made then please REPLY ALL to the email notification. Please do not send messages or separate emails.

Examples

Activity Form Required

- A Cub Pack that normally meets at their Scout HQ is meeting on Beverley Westwood.
- A Scout Troop that normally meets on a Tuesday evening is meeting on a Sunday.
- An Explorer Unit is taking part in a joint activity at another Scout HQ.
- A section is holding an Archery, Climbing, Shooting or other activity requiring an Adventurous Activity Permit holder or National Governing Body qualification.

Substitute Nights Away Notification

- A section is attending a Nights Away event where the Nights Away Notification is being approved by another Lead Volunteer.
- A section is attending a larger Scout event where the Nights Away Notification has been submitted by the organising team.