
Factsheet:

20: Taking a SSAGO Club Away

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1. Overview:

This factsheet acts as an introduction to the requirements when taking your club away for one or more nights in either the UK, Channel Islands or Isle of Man or abroad. It is the responsibility of Regional and National Events to complete the paperwork for these on behalf of clubs.

2. Nights Away Notifications:

It is a requirement of SSAGO that at least 7 days before you go away notification of this has been received by the SSAGO Exec. This should be done by filling out the Nights Away Notification Form found in the resources section of the SSAGO website and sending it to exec@ssago.org.

This form requires details of the venue and the activities being undertaken. If anyone attending is under the age of 18 the person in charge of the event must have:

- A Nights Away permit if the young person is not a member of Girlguiding.
- A Going Away License if the young person is a member of Girlguiding.

Further guidance about taking an under-18 on a residential can be found in Factsheet 11: Child Protection.

3. 'InTouch' System:

The Nights Away Notification Form requires the name and contact details of an allocated person who can be contacted in case of emergency. This person may be a member of the group taking part in the overnight activity if this is deemed appropriate or may be a third party not involved. Full details of the 'InTouch' System can be found in the 'InTouch Policy Document' found in the resources section of the SSAGO website. Factsheet 43 'InTouch Systems' may also be consulted.

Any person taking the responsibility of designated contact for an event should be given a copy of the SSAGO Emergency Procedures Policy, appendix 2 of the InTouch Policy Document. This details the necessary procedure in case of accident or incident.

The Third Party should have full details of the venue, plus any adventurous activities

planned. They must also have an emergency contact for EVERYONE attending the event.

4. Participant's Details:

Before taking your club away it is essential that certain information is gathered. This information is:

- Emergency Contact Details
- Any medical conditions
- Any dietary requirements
- Any medication being taken

This will help with planning activities and menus but will also prepare your organising team should anything occur whilst you are away. This information should be kept confidential, it would be advisable that one person takes responsibility for checking this information; the recommended person would be the appointed first aider(s) for the trip.

This information is collected by the SSAGO Website, however members should be reminded to update this before the event. While information is stored on the website hard copy access may be required.

5. Pre-departure preparation

Before departing ensure that all participants are prepared. It is advisable to provide a kit list, especially if there are to be wet/dirty activities. Keep an eye on the weather, especially if you are camping, to ensure everyone has the correct equipment; be this waterproof clothing, extra layers for warmth or suntan lotion!

Ensure you take booking details for your venue, including a contact name and telephone number with you in case of problems on arrival or delays enroute.

6. Activities whilst Away

If any adventurous activities are being undertaken whilst away the SSAGO Exec needs to be informed of this at least seven days before the event. This should be done by completing an 'Adventurous Activities Notification' inline with the 'Adventurous Activities & Nights Away' Policy and Factsheet 19 'Doing Adventurous Activities with your Club'.

7. International Trips

Plans for residential trips abroad should be notified to the SSAGO Exec as soon as plans are in progress, with a minimum of 2 months notice before the departure date. International

trips require notification to the insurance and The Scouts and the SSAGO Exec will explain the current requirements to clubs during the planning stages.