

# Adventurous Activity Permit Scheme - Commissioners' Guide



Item Code FS120103 M/09 Edition no 2

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## Introduction

This factsheet provides a guide to responsible Commissioners on their role within the Adventurous Activity Permit Scheme. It should be read in conjunction with the factsheet FS120084 Scout Led Activities Index, and Policy, Organisation and Rules (POR) of The Scout Association. More detailed information on the scheme, for Applicants, Approved Assessors, and for each activity can be found in separate factsheets.

## The Permit Scheme

The Adventurous Activity Permit Scheme is a way of ensuring that an Applicant has the skills and experience to lead an adventurous activity for a group of young people in Scouting. It is designed to be flexible, allowing each permit to be tailored based on the Applicant's skills, experience and requirements. Details of which activities are classed as adventurous can be found in POR.

## The Commissioner's Role

It is your role as the responsible Commissioner to issue any adventurous activity permits. No other role; County Assessor, Adviser, Assistant Commissioner, can grant a permit, although they can all provide support to you. It is also not possible to grant or renew a permit without a recommendation from an Approved Assessor (see FS120104 Adventurous Activity Permit Scheme – Approved Assessors).

The Adventurous Activity Permit Scheme is a national scheme, so any permit you grant can be used with young people from other parts of the country, and anyone with a permit from elsewhere

in the country can use it with young people from your County or District. Having a permit does not override the need for all activities to have the (usually informal) approval of the responsible Commissioner. However, only in exceptional circumstances will a Commissioner not approve an activity where a permit holder is working within the restrictions of their permit.

Please do not implement local rules in relation to the permit scheme. These are unneeded, provide extra barriers to young people being able to do activities and may lead to confusion and frustration

## Granting A Permit

If someone wishes you to grant them a permit they should come to you with a recommendation from an Approved Assessor. When this happens there are a number of steps you need to take:

- 1 Check The Approved Assessor's Recommendation** – This will be based on the Applicant's technical competence and experience. You may not grant a permit that is less restrictive than this recommendation. Always check who the Approved Assessor is. If it not someone you know as being an Approved Assessor then you should contact them or their County to check that they are in a position to be able to carry out assessments. If they are an External Assessor you should check what level of qualification they have and compare it with the table in FS120104 Adventurous Activity Permit Scheme - Approved Assessors, or consult your ACC (Activities).
- 2 Check Knowledge Of The Scout Association Rules** – If the Applicant was assessed by a County Assessor this could already have been

## The Scout Information Centre

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk) [www.scoutbase.org.uk](http://www.scoutbase.org.uk)

checked and included in the recommendation you received. If not you will need to check that the Applicant is aware of the general and activity specific Scout Association Rules for the activity and how these affect them. Support for this can generally be found from the ACC Activities or a County Activity Adviser.

**3 Check Child Protection Issues** (leadership and supervisory permits, not for personal permits) – Check that the Applicant has undertaken the necessary Personal Enquiry checks and received the appropriate child protection training. This is especially important where Applicants do not already hold an appointment.

**4 Check Applicant's Personal Suitability** – This is a check on the Applicant's attitude to run the activity for young people. It is not the same as their personal suitability to hold an appointment as they will be in a different environment with different responsibilities. Although there are no age restrictions on gaining a permit, it is often sensible to give reasonably restrictive permits to young people as they will often not have the experience or maturity of an adult. If you do not know the Applicant well yourself it can be useful to consult with people who do know them well such as their GSL.

**5 Grant The Permit** – This should be to a level no higher than the recommendation received from the Approved Assessor. It can be tailored to the skills, experience and requirements of the individual as much as is deemed appropriate, but you should be prepared to explain the reasons for any restrictions, and how they could gain a less restrictive permit in the future. You will also need to state an expiry date for the permit, up to a maximum of five years from the issue date. Again, if you decide there are reasons to issue a shorter term permit you should be prepared to explain the reasons for this to the Applicant.

**6 Issue A Permit Card** – These are available from the Scout Information Centre and come with a self-sealing plastic wallet.

**7 Record The Permit On The Membership Services Database** – As this is a national scheme it is important that there are national

records held on who holds a permit. This also allows Counties etc to see what permit holders there are in their area, and allows Headquarters to easily contact them with updates etc should the need arise.

## Support

If you are unsure of anything to do with the permit scheme then support should be available. Many Counties have a local support structure for Activities usually consisting of individual activity Advisers, Approved Assessors and teams. Normally these roles are headed up by an ACC Activities who would usually be the first point of contact for any activity queries. In addition to this there is support available from the National Activities Team through the Scout Information Centre at Gilwell Park.

If in doubt, please ask.

## Useful Links

[FS120084](#) Scout Led Activities Index  
(References relevant Rules and guidance)

[FS120100](#) Adventurous Activity Permit Scheme