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|   | Source: National Management Committee |   |                           |         |
| <b>Scouting Ireland – Youth Programme Abroad Guidelines</b>                       |                                       |   |                           |         |
| Revision  | Date                                  | Description   |                           |         |
| A   | 11/05/2013                            | Revisions regarding International Beaver Scout Overnights |                           |         |
| #   | 19/02/2011                            | Document Issued   |                           |         |

The term **abroad** as applied in this document refers to camps and activities outside the island of Ireland and its off-shore islands (inclusive).

The term **camp** as referred to in this document includes the duration of the trip abroad including travelling to and from the destination.

This support document must be read in conjunction with the **Camping & Adventures in the Out of Doors Policy** and all supporting documentation & forms adhered to.

In addition to the requirements outlined in Camping & Adventures in the Out of Doors Policy

Scout Groups are required to comply with;

- a. **All** applicable policies and procedures of Scouting Ireland,
  - b. The section specific requirements outlined below
1. Scouters & Youth Members must use the Overnight Approval Form for all activities abroad which include an overnight.
  2. Scouters & Youth Members must also complete an International Travel Approval Form.
  3. Scouters should purchase travel insurance prior to travelling abroad. A European Health Insurance Card can be used when travelling to another EU or EEA country but even this will not cover repatriation, consultants or specialist fees. Scouting Ireland therefore stipulates that travel insurance must be purchased and proof of the cover must be submitted with the International Travel Approval Form.

4. It is essential that the Scouter-in-charge obtains appropriate approval for each member of the party under 18 years of age to participate in a Youth Programme Abroad activity irrespective of duration. It is essential that medical details be recorded beforehand in respect of individual members of the party. This must be done using the Activities Consent Form and Managing Medications Form, specific to the camp as distinct from utilising a yearly form for Group activities.
5. The Scouter-in-charge should record relevant medical history and next of kin details for Rover Scouts travelling as Youth Members. This should cover, at a minimum, next of kin, relevant medical history, any known medical conditions, current medication or known allergies. It is recommended that details of Adult scouters travelling with the Group are similarly recorded.
6. It is essential that Youth Members and Scouters travelling abroad observe the customs & laws of the country they are travelling to and any jurisdictions they may pass through en route to and from their destination. Where there is a difference in law to that of the appropriate legal jurisdiction on the island of Ireland e.g. legal age to purchase alcohol or tobacco, the higher age limit will apply.
7. Ensure that adequate provisions for the **health, safety and welfare** of youth members and adult scouters are in place for the duration of the camp, including qualified first aiders.
8. Ensure an adequate number of adult scouters with the appropriate training; qualification and certification are in attendance for the duration of the camp. See section specific requirements below.
9. Provide access to adequate training and resources for youth members and adult scouters to ensure a successful and safe camp abroad
10. Ensure the youth programme abroad contains a shared scouting experience, which is an activity which involves a partnership or intercultural element and/or an act of help, assistance or benefit which has a positive impact on the local community/environment of the visit abroad. There are two primary ways in which a shared scouting experience will happen;
11. A Scout Group will run a joint-activity with another Scout Group or another youth/community group.
12. A service project/activity which is organised in partnership with another Scout Group or another youth/community group.

13. It is preferable that youth programme abroad is a camping event reflecting scouting's emphasis on nature and activity out of doors.
14. In accordance with the Scout Method the programme should be jointly developed by youth and adult leadership in an age appropriate way.

## **1.0 Beaver Scouts**

Beaver Scouts are encouraged to overnight on the island of Ireland in the first instance. Beaver Scouts may overnight outside the island of Ireland; however this is limited to Great Britain and the Isle of Man.

### **1.1 Scouter Training Requirements**

All Scouters must have completed Stage 2/Child Protection Training Course. At least one Scouter should have completed Stage 5/Beaver Scouts Overnight Training. Any additional/specific skills related to the nature and activity of the camp, e.g. Water safety, must be identified in plenty of time to allow training to be undertaken, completed and verified before the departure date. Similar consideration should be given to any training requirements for the youth member and youth leadership.

### **1.2 Shared Scouting Experience**

By its nature this activity is a shared scouting experience and is the only circumstances where Beaver Scouts may travel outside the island of Ireland.

## 2.0 Cub Scouts

### 2.1 Scouter Training Requirements

All Scouters must have completed Stage 2/Child Protection Training Course. At least one Scouter should have completed Stage 5/Cub Scouts Overnight Training. Any additional/specific skills related to the nature and activity of the camp, e.g. Water safety, must be identified in plenty of time to allow training to be undertaken, completed and verified before the departure date. Similar consideration should be given to any training requirements for the youth member and youth leadership.

### 2.2 Shared Scouting Experience should be (one or more of the following)

- An activity which lasts several hours
- Involves another group
- An introduction to another group/culture and/or
- A simple act of service. This might include, **for example**, the Cubs Scouts getting involved in identifying recyclable items, sorting these into appropriate categories (glass, paper, plastic) and bringing these to appropriate recycling centres/drop-off points. Hosting a campfire at their location and inviting other Cub Scout packs to join in could be another.

### **3.0 Scouts**

#### **3.1 Scouter Training Requirements**

All Scouters must have completed Stage 2/Child Protection Training Course. At least one Scouter should have completed Stage 5/Scout Overnights Training. Any additional/specific skills related to the nature and activity of the camp, e.g. Water safety, must be identified in plenty of time to allow training to be undertaken, completed, certified and verified, where required, before the departure date. Similar consideration should be given to any training requirements for the youth member and youth leadership.

#### **3.2 Shared Scouting Experience should be (one or more of the following)**

- An activity which lasts several hours
- Involves working with another group
- A significant interaction with another culture and/or
- An act of service for the community or local environment. This might include the scout(s) helping repairs on site or assisting the site warden/caretaker in another suitable task appropriate to their age range. Hosting a campfire at their location and inviting other Scout Troops to join in could be another.

## **4.0 Venture Scout**

### **4.1 Scouter Training Requirements**

All Scouters must have completed Stage 2/Child Protection Training Course. At least one Scouter should have completed Stage 5/Venture Scout Overnights Training. Any additional/specific skills related to the nature and activity of the camp, e.g. Water safety, must be identified in plenty of time to allow training to be undertaken, completed, certified and verified, where required, before the departure date. Similar consideration should be given to any training requirements for the youth member and youth leadership.

**4.2 Service/Partnership Projects** require that at least one Scouter who is a full Woodbadge holder will be involved for the duration of the service project.

All participants in an international service/partnership project, both Youth Members and Adult Scouters, should have reasonable access to specific training/skills acquisition as required for the planned activity. Where required additional insurance cover for activities on service/partnership projects must be reviewed and included.

### **4.3 Shared Scouting Experience should be (one or more of the following)**

- A day activity
- A partnership with another group
- A real engagement with another culture and/or
- A service project for the community or local environment. This may include developing or refurbishing a community facility such as a playground or an environmental project appropriate to their age range and as determined by local need

## 5.0 Rover Scout

### 5.1 Scouter Training Requirements

All Scouters must have completed Stage 2/Child Protection Training. At least one Scouter should have completed Stage 5/Rover Scout Overnights Training. Any additional/specific skills related to the nature and activity of the camp, e.g. Water safety, must be identified in plenty of time to allow training to be undertaken, completed, certified and verified, where required, before the departure date.

**5.2 Service/Partnership Projects** require that at least one Scouter who is a full Woodbadge holder will be involved for the duration of the service project.

All participants in an international service/partnership project, both Youth Members and Adult Scouters, should have reasonable access to specific training/skills acquisition as required for the planned activity. Where required additional insurance cover for activities on service/partnership projects must be reviewed and included.

### 5.3 Shared Scouting Experience should be (one or more of the following)

- A two day activity
- A partnership with another group
- A real engagement with another culture and/or
- A service project for the community or local environment

**Examples:** Project relating to social justice and/or environmental issues, such as the running of a youth leadership training course for local scout or community groups or the clean-up of an area.

For a large scale project there should be at least a 12 to 18 month lead in time to include planning, training, fundraising and whatever other preparation is needed for the project at hand

## 6.0 Adult Scouter: Youth Member Ratio

| Section        | Youth Members      | Adult Scouters                     |
|----------------|--------------------|------------------------------------|
| Beaver Scouts  | 4 – 16             | 3                                  |
|                | Each additional 4  | 1                                  |
| Cub Scouts     | 4 – 16             | 3                                  |
|                | Each additional 6  | 1                                  |
| Scouts         | 4 – 16             | 3                                  |
|                | Each additional 8  | 1                                  |
| Venture Scouts | 4 – 16             | 2                                  |
|                | Each additional 16 | 1                                  |
| Rover Scouts   | 4 +                | 0<br><br>(except for 5.2<br>above) |

## 7.0 Timeline for the submission of Forms for Youth Programme Abroad Activities

In all instances the forms with the entire backup as detailed in this Guideline and the Guidelines relating to Camping & Adventures in the Out of Doors must be presented to the Group Leader for initial authorisation and a copy forwarded to the County Programme Coordinator (CPC).

These include and are not limited to:

- Overnight Approval Form
  - Programme
  - Menu
  - Budget
- International Travel Form
  - Proof of Travel Insurance

Please see minimum applicable timeframes below:

| <b>Camp Type</b>   | <b>Group Leader</b> | <b>County Programme Coordinator (CPC)</b> | <b>National Office</b> |
|--|---------------------|---|------------------------|
|  | <i>No less than</i> | <i>No less than</i>                       | <i>No less than</i>    |
| United Kingdom   | 42 days (6 wks)     | 35 days (5 wks)                           | 28 days (4 wks)        |
| Europe   | 56 days (8 wks)     | 49 days (7 wks)                           | 42 days (6 wks)        |
| Outside of Europe  | 84 days (12 wks)    | 77 days (11 wks)                          | 70 days (10 wks)       |
| All Service / Partnership Projects [Venture Scouts & Rover Scouts] | 252 days (38 wks)   | 245 days (37 wks)                         | 238 days (36 wks)      |