



**SCOUTS**<sup>®</sup>  
South Africa

# Safe Scouting Policy

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## **Preamble**

The Scout Movement is by its very nature an outdoor and adventure organisation and Scouters are encouraged to provide challenging and adventurous activities bearing in mind the capabilities of the participants.

Every day of the year, somewhere in the country, Cubs, Scouts, Rovers, or Adults will be participating in camping, hiking, boating, or similar activities during which injuries may occur. As a responsible organisation, SCOUTS South Africa (SSA) is committed to ensuring that its members are protected, as far as possible, from sustaining injuries and can plan, execute and enjoy their activities in a safe and responsible manner without unnecessary restrictions.

This policy provides responsibility and safety guidelines for all its members and where found to be necessary, includes certain regulations.

## **Revision Approval**

This revision of the Safe Scouting Policy was approved for publication at the SCOUTS South Africa Executive Committee Meeting held on 6 June 2016 by the committee comprising: Mr Sibusiso Vilane (Chief Scout); Dr Brendon Hausberger; Mr Khonzaphi Mdaka; Mr Darren Robinson; Mr Gerard Sagat; Mr Henry Sibande; Ms Milly Siebrits; Mr Andrew Tanner.

The Policy came into effect on 1 May 2016.

## Definitions

**APPROVED FORM:** The appropriate form published on the SSA website at the date of completion of the form.

**ACTIVITY /EVENT LEADER:** The member of SCOUTS South Africa to whom the Activity Permit for the activity/event was issued. That person is not necessarily, but may be, the Charge License holder required for that specific activity/event. Where the activity/event leader is not the relevant Charge License holder, he/she may not over rule the Charge License holder and continue with an activity/event deemed unsafe by that Charge License holder. Where Activity Leader is used it also applies to Event Leader.

**BOAT:** A watercraft of any size, designed specifically for transportation of persons for any reason and by any means. The term BOATS includes all vessels of a permanent construction and includes, canoes, rowing boats and Gigs, dinghies, sail boards, yachts, motorboats, but excludes vessels of a non-permanent construction, e.g. inflatable tubes, airbeds and rafts

**BOATING:** Any activity on any water utilising a boat, raft or any other buoyant device or structure. The term BOATING includes all activities on all vessels on water and includes, canoeing, rowing, sailing, board sailing, power boating, water skiing, parasailing, kite surfing, rafting or similar activities.

**CHARGE LICENSE:** The document that licenses a member's competence to take charge of a specified air activity or a specified water activity on a specified type of water body or river,

**CREW:** Persons aboard any boat or raft who have a role in the operation of, or training in the operation of the craft.

**LOOKOUT:** A person who is posted where they have unobstructed view of the swimming area. Their duty is to look out for signs of distress among the swimmers

**PASSENGERS:** Persons aboard any boat or raft, who do not participate in the safe operation of the craft.

**PICKET:** One or more competent adult swimmer(s), or Scout(s) holding the Lifesaver interest badge acting as the lookout and lifesaver(s).

**RAFT:** A temporary buoyant construction, usually, but not solely, assembled from wooden spars, lashings and buoyant containers.

**REGULAR MEETING VENUE:** This is the place (hall, room, facility) where the Pack, Troop or Crew meets on a regular basis. This could be every week or other set time frame.

**RS:** Rover Scouter

**SGL:** Scout Group Leader

**YOUTH MEMBER:** as defined in Organisational Rules (OR).

# Policy Implementation

## 1. Responsibility

- 1.1. It is the responsibility of every Adult Member to implement the Safe Scouting Policy and to ensure that the youth for whom they are responsible, are not exposed to undue risk at any time.
- 1.2. The adult or youth member designated as the leader of any event or activity, the Activity/Event Leader, takes full control of the event or activity, including ensuring that all necessary planning and safety requirements are met. When a youth member is planning and controlling an activity/event, the responsibility for safety rests with the Adult Member who sanctions the activity/event.

## 2. General Principles

### 2.1. Safety and First Aid

- 2.1.1. Activity/Event Leaders are responsible at all times to organise activities and events with all reasonable safety measures in place.
- 2.1.2. Activity/Event Leaders are responsible for ensuring that a designated and a suitably qualified First Aider(s) and properly stocked First Aid kit(s), appropriate for the size and nature of the Activity/Event are present and accessible at all times.
- 2.1.3. A designated First Aider, qualified to at least level 1 or First Aid Interest badge must be present for the duration of every event or activity
- 2.1.4. The name, contact number, location and directions to the nearest 24-hour emergency room must be prominently displayed during any activity.

### 2.2. Risk Assessment and Mitigation

- 2.2.1. Activity/Event leaders are responsible for preventing sickness and injuries by accounting for all foreseeable risk factors and potential hazards, as well as assessing the capability of the participants.
- 2.2.2. Activity/Event Leaders are responsible for effective planning to reduce the likelihood of all foreseeable risks occurring and reducing the impact of any incidents that do occur.

### 2.3. Parent Consent

- 2.3.1. Parental/guardian consent must be obtained for every Youth Member attending any activity/event.
- 2.3.2. Activities under Section 4-"Activities at regular meeting venue", are covered by the SSA Approved form "Application for Youth Membership" that must be signed by all parents/guardians before a youngster can become a member of SSA. The latest form can be obtained from the SSA website

- 2.3.3. For all other activities, the SSA approved form "Consent and Indemnity Form- Events and activities" must be completed and given to the Activity/Event Leader before the Parent/Guardian hands over responsibility for their Youth Member to the Activity/Event Leader. The latest form can be obtained from the SSA website.

## 2.4. Legal Requirements

- 2.4.1. Certain events and activities, where large groups of SCOUTS will be gathering, will fall under the Safety at Sports and Recreational Events Act No2, 2010, in accordance with the following definitions and regulations from said Act, item 1 and 4(1):
- 2.4.1.1. **"controlling body"** means a National Federation as defined in section 1 of the National Sport and Recreation Act, 1998 (Act No. 110 of 1998), a Provincial Federation or an international controlling body or other body governing a code of sport, recreational, religious, cultural or similar activity in the Republic, but excludes the National Department of Sport and Recreation of the Republic of South Africa;
  - 2.4.1.2. **"event"** means sporting, entertainment, recreational, religious, cultural, exhibition, organisational or similar activities hosted at a stadium, venue or along a route or within their respective precincts;
  - 2.4.1.3. **"route"** means the way or course taken in getting from a starting point to a destination during an event which takes the form of a race or procession;
  - 2.4.1.4. **"stadium"** means an enclosed or semi-enclosed structure which consists of seating for spectators and a field of play or a permanent or temporary podium or other area within the structure reserved for the purposes of hosting events, which has a safe seated or standing spectator capacity of at least 2000 persons as certified by a local authority;
  - 2.4.1.5. **"venue"** means any area or place, other than a stadium where an event is hosted, that has a seating or standing spectator capacity of at least 2 000 persons as certified by a local authority, within which other permanent or temporary structures may be erected and which may be demarcated by an enclosed or semi-enclosed permanent or temporary structure; [1]
  - 2.4.1.6. A controlling body, an event organiser, or a stadium or venue owner, as the case may be, must put in place such measures as may be prescribed to ensure the physical safety and security of persons and their property at an event. [4(1)]
- 2.4.2. Any event, which falls within the scope of the Act in 2.4.1, must adhere fully to the provisions of the Act.
- 2.4.3. The organizer of any large event must obtain the permission of the Regional Commissioner who will decide on procedures to be followed.

### 3. Permits

#### 3.1. General Regulations

- 3.1.1. All activities and events except for normal troop and pack meetings require an Activity Permit to be approved by the next in line authority as stated on the application form for the activity before they can go ahead.
- 3.1.2. Applications for Activity Permits must be completed by the Activity/Event Leader on the SSA approved form "Application for Approval of an Outdoor Activity" and submitted to the responsible person, who must be satisfied that all necessary and relevant requirements are met before sanctioning the activity and issuing the Activity Permit. The latest form can be obtained from the SSA website.

#### 3.2. Responsible persons

The responsible persons for issuing Activity Permits are as follows

##### ***Group level within the District:***

<b>Activity</b>	<b>Cubs</b>	<b>Scouts</b>	<b>Rovers</b>
Camp	SGL, with co signature of the Cub Programme Team member assigned to the Group to ensure cub camping requirements met	SGL	SGL or DC for independent crews
Pack holiday	As per Cub Camping above	N/A	N/A
Hikes	SGL – Only day hikes allowed	SGL with co signature of Scout programme support team member assigned to the group to ensure hike route safety etc.	SGL or DC for independent Crews, with co signature of Regional hiking advisory authority
Patrol activities	N/A	TS with SGL advised of activity	N/A
Patrol Camps and Hikes		TS with co signature of SGL and Scout programme team member assigned to the group to ensure hike route safety etc.	



Note to table above:

In the event that the SGL has not completed the Scout Group Leaders Warrant Course or Module 14 (Management of Risk) of the said course in another training session the SGL should seek guidance and assistance from the DC or the National Team member assigned to their group before signing off on the activity and accepting responsibility.

3.2.1. The RS (for Rover activities) and the SGL (for all activities) are to be informed in advance of at least the following details of any activity involving their group:

3.2.1.1. Venue of activity.

3.2.1.2. Route (where appropriate).

3.2.1.3. Date and time of departure and return.

3.2.1.4. The name and contact details of the Activity Leader.

Group level outside of the District but within the Region:

<b>Activity</b>	<b>Cubs</b>	<b>Scouts</b>	<b>Rovers</b>
All activities	RTC Cub Programme or appointed nominee.	RTC Scout Programme or appointed nominee	RTC Rover Programme or appointed nominee

3.2.2. Regional Commissioners to be advised of any group or District activities/events, which take place outside the District of registration of the Unit or Group and all Regional Events.

3.2.2.1. Permission must first be granted by the RC of the Region of registration, and then the RC of the Region where the activity will be taking place, if it is outside the Region of registration. This authority may be passed to the respective Regional Team Coordinator for Cubs, Scouts or Rovers.

3.2.2.2. The Chair: Cub, Scout or Rover Programme for any National Events (e.g. Pow Wow, Sanjamb, Cederberg, Rover Moot etc.).

3.2.2.3. Permission must first be granted by the RC of the Region of registration of the Activity/Event Leader, and then the RC of the Region where the activity/event will be taking place, if it is outside the Region of registration.

3.2.3. Chief Commissioner, for any activities outside South Africa.

- 3.2.3.1. Recommendation of the RC of the Activity Leader, the International Committee and Chair: Cub, Scout or Rover Programme should be sought before the application for the permit is submitted.
- 3.2.3.2. Applications for such permits must be routed via the SGL, TS, PS or RS, for Unit or Group activities if they are not the Activity Leader and via the RTC Cub, Scout or Rover programme if submitted by a Unit or Group.
- 3.2.3.3. SSA members travelling outside of the borders of the country need to adhere to the International Policy.

## **4. Activities at regular meeting venue**

### **4.1. General Regulations**

- 4.1.1. Activities in this category include Pack, Troop or Crew meetings, as well as any other activities at the venue, or based at the venue and including activities in the nearby vicinity, which are not covered by other specific sections of this policy. Nearby vicinity would require that the meeting place is visible from where the activity is being held.
- 4.1.2. Activities in this category must adhere to the general principles in Section 2 of this policy, with the following additional requirements:
  - 4.1.2.1. Troop or Pack activities require the presence of the holder of a valid Warrant and Charge License appropriate to the group and activity being undertaken.
  - 4.1.2.2. The warranted Scouter needs to ensure that all members present at regular meetings and other activities have completed the SSA approved form "application for youth membership"
  - 4.1.2.3. Patrol activities require the consent of the Troop Scouter.

## **5. Single-day activities away from regular meeting venue**

### **5.1. General Regulations**

- 5.1.1. Activities or events in this category consist of any activities that do not include an over-night component, nor are covered by any other specific sections of this policy.
- 5.1.2. Activities or events in this category must adhere to the general principles in Section 2 of this policy, with the following additional requirements:
- 5.1.3. An Activity Permit must be applied for and issued in terms of Section 3 of this policy.

## **6. Camping**

Camping licenses are valid for a certain period. The validity is stated in the Adult Support training documentation pertaining to the specific course.

## **6.1. Scout Camps**

- 6.1.1. All Scout camps must adhere to the general principles in Section 2 of this policy, with the following additional requirements:
- 6.1.1.1. A Scout camp requires the presence of the holder of a current Scout Warrant or Scout Camping License, appropriate to the activity. (Refer to the Adult Support Policy; Training Section, for more information)
  - 6.1.1.2. An Activity Permit must be applied for and issued in terms of Section 3 of this policy.
  - 6.1.1.3. The Troop Scouter or their designated nominee must ensure that all requirements relating to Activity Permits as laid down by SSA are strictly adhered to.
  - 6.1.1.4. A designated First Aider, qualified to at least level 1 or First Aid Interest badge holder, or medical professional must be present on any Troop Camp.

### Patrol Camps:

- 6.1.2. All patrol camps must adhere to the general principles in Section 2 of this policy, with the following additional requirements:
- 6.1.2.1. A patrol camp requires that the Patrol Leader has completed the requirements for the First Class camp, or is undertaking the First Class Camp. A patrol camp is normally no longer than a weekend (2 nights). Camps of longer duration need to have the approval of the RTC Scout Programme or the National Scout programme member assigned to the Troop
  - 6.1.2.2. An Activity Permit must be applied for and issued in terms of Section 3 of this policy.
  - 6.1.2.3. The Troop Scouter must ensure that all requirements relating to Activity Permits as laid down by SSA are strictly adhered to and that the Patrol Leader is competent and responsible.
  - 6.1.2.4. A designated First Aider, qualified to at least level 1 or First Aid Interest badge holder, or medical professional must be present on any Patrol Camp.

## **6.2. Cub Camps/Pack Holidays**

- 6.2.1. All cub camps/pack holidays must adhere to the general principles in Section 2 of this policy, with the following additional requirements:

- 6.2.1.1. An Activity Permit must be applied for and issued in terms of Section 3 of this policy.
- 6.2.1.2. The Activity/Event Leader of any Cub Camp or Pack Holiday must hold a current Cub Warrant and have been issued with a Cub Camping License. If the Activity Leader does not hold a Cub Camping License then another Warranted Scouter who holds a valid Cub Camping License needs to be present at all times during the activity
- 6.2.1.3. There must be at least one Adult Member of the movement (including the activity leader) present for every six Cubs
- 6.2.1.4. At least one of the adults mentioned in 6.2.1.3 must be a designated First Aider, qualified to at least level 1 or a First Aid Interest badge holder or medical professional
- 6.2.1.5. In the case of Cub camps there must be some form of clean, permanent shelter, or a weatherproof marquee, large enough to accommodate all the Cubs in camp in case of wet weather.
- 6.2.1.6. In the case of Pack Holidays, Cubs must be accommodated in sleeping facilities like a Scout Hall, church hall, school, or other suitable building.
- 6.2.1.7. All campsites for Cub camps must be approved by a member of the National – Cub Programme Support Team member assigned to assist the DC on matters about Cubs, Cub Camping and Pack Holidays.
- 6.2.1.8. A Cub who is under 8 years old may not attend Cub camps or Pack Holidays.
- 6.2.1.9. A Cub who is at least 8 years of age may attend in one calendar year, one of the following:
  - (a) 1 Cub camp and 1 Pack Holiday
  - (b) 2 Cub camps
  - (c) 2 Pack Holidays

- 6.2.1.10. Each Cub Camp or Pack Holiday must be limited to a maximum of 3 nights and travelling time must be included within the maximum of 3 nights. A Cub who has attained the age of 8½ years may, in addition to the allowance in 6.2.1.9, camp for a further 2 nights in a calendar year.
- 6.2.1.11. Exceptions may be made, at the request of the Activity Leader, with recommendation of the member of the National Cub Programme Team assigned to support the Group and at the discretion of the Regional Team Co-ordinator Cub Programme, to allow an 8-year-old to attend such a Cub Camp or Pack Holiday, where this is considered to be of benefit to the individual concerned.
- 6.2.1.12. A skeleton programme needs to be submitted with the application for a permit. These will be approved by a member of the National – Cub Programme Support Team member assigned to assist the DC in ensuring that all cub camping rules are being met.
- 6.2.1.13. 7 year old Cubs may only attend camps as day visitors with the approval the Activity Leader and the camping permit holder.

### **6.3. Mixed Cub and Scout Camping**

- 6.3.1. Only in exceptional circumstances and with the specific permission of the SGL and upon the request of the PS, may Cubs be allowed to camp with Scouts
- 6.3.2. All of the requirements for both Scout and Cub Camps are to be met for any camp involving both Cubs and Scouts.

### **6.4. Family Camping**

Although family camping can build group camaraderie and spirit, SCOUTS South Africa does not condone this as an approved Cub or Scout event as there is no Scouter in charge and no permit completed. The responsible person at such events remains the parent of the Cub or Scout. The points below apply:

- 6.4.1. SCOUTS South Africa does not cover family camping under any of the policies, permits or warrants for Pack or Troop Scouters.
- 6.4.2. Groups organising such events do so under no permit of SCOUTS South Africa with no recourse for insurance and or liability claims. All organisers of such activities must ensure that the full responsibility is carried by the parents of those attending any family camps. Neither the Pack or Troop Scouters are required to complete permits as no Cub or Scout will be allowed to attend without a parent being in attendance to accept responsibility for their actions.

## **7. Hiking**

### **7.1. Scout Hiking**

- 7.1.1. All Scout hikes must adhere to the general principles in Section 2 of this policy, with the following additional requirements:

- 7.1.1.1. An Activity Permit must be applied for and issued in terms of Section 3 of this policy
- 7.1.1.2. Permits may be withdrawn by the person responsible for approving the permit on the day of the hike should the prevailing weather conditions merit it
- 7.1.1.3. The Troop Scouter or their designated nominee must ensure that all requirements relating to Activity Permits laid down by SSA are strictly adhered to
- 7.1.1.4. Every hike plan must include options for alternative and escape routes where applicable
- 7.1.1.5. The minimum size for a hiking party is 4
- 7.1.1.6. It is the responsibility of the Troop Scouter to ensure that the conditions at the commencement of the hike and foreseeable weather conditions are suitable for the hike to proceed and that each participant is properly prepared and equipped
- 7.1.1.7. In the event of an emergency, the regulations laid down in the Regional Hiking Emergency Procedure, available on the SSA website, are to be adhered to.

## **7.2. Cub Hiking**

- 7.2.1. Cubs are not permitted to take part in overnight hikes, except in exceptional circumstances and with the permission of the RC
- 7.2.2. For all Cub day hikes the safety procedures as per Section 7.1 above should be followed, with Troop Scouter responsibilities become Pack Scouter responsibilities.

## **8. Pioneering**

### **8.1. General Regulations**

All pioneering activities must adhere to the general principles in Section 2 of this policy, bearing in mind the guidelines contained in the Pioneering Safety and Best Practice document, which is available on the SSA website.

## **9. Water Activities**

Water Charge licenses are valid for a certain period. The validity is stated in the Adult Support training documentation pertaining to the specific course.

### **9.1. General Regulations**

- 9.1.1. All events or activities on or near water must adhere to the general principles in Section 2 of this policy, with the following additional requirements:

- 9.1.1.1. An Activity Permit must be issued in terms of Section 3 of this policy
- 9.1.1.2. The Activity Leader must hold a valid Water Awareness License or applicable Charge License.

## **9.2. Water Activities Committee**

- 9.2.1. In any Region where boating forms part of the programme for SCOUTS, a Water Activities Committee must be formed.
- 9.2.2. The Water Activities Committee is responsible for:
  - 9.2.2.1. The classification of all waterbodies and rivers in the Region.
  - 9.2.2.2. The compilation, issuing and observance of local rules for the use, condition, and equipment of all rafts and boats, and for the safety of those using them, and in particular:
  - 9.2.2.3. The awarding, renewing and revoking of Charge Licenses.
  - 9.2.2.4. Ensuring that all Groups of SSA take proper care and maintenance of any boats and equipment loaned to, or in the possession, of any Scout Group.
  - 9.2.2.5. The Water Activities committee may prohibit the use of a boat or equipment, irrespective of who may own it, if such boat(s) are considered unseaworthy, or equipment unsatisfactory or inadequately maintained.

## **9.3. Swimming**

- 9.3.1. For a patrol activity, the Adult Supervising the activity or a Scout who is 15 or older and who holds the LifeSaver interest badge will be the responsible Activity Leader for swimming activities.
- 9.3.2. No youth member shall be allowed to swim except under the supervision of the Activity Leader. The Activity Leader must appoint sufficient pickets and lookouts to ensure the safety of the swimmers.
- 9.3.3. The safety of the venue must have been previously ascertained, and all reasonable precautions must be taken to ensure the safety of the swimmers. All reasonable precautions should be taken to ensure that the water is safe for swimming.
- 9.3.4. Where the circumstances dictate suitable lifesaving and rescue equipment and professionally trained lifesavers must be at the event

## **9.4. Rafting**

- 9.4.1. No raft shall be used in the course of a CUB or SCOUT activity unless certified safe by the holder of the Water Awareness License.
- 9.4.2. The safety of the venue must have been previously ascertained, and all reasonable precautions should be taken to ensure that the water is safe for rafting. All reasonable precautions must be taken to ensure the safety of the crew and passengers.

## **9.5. Boating**

- 9.5.1. The Activity Leader or other Adult Member at the venue must hold a SSA Charge License which is applicable to the Activity and the venue.
- 9.5.2. All boating activities shall comply strictly with all legislation and regulations of any competent authority having jurisdiction over the activity or place of such activity.
- 9.5.3. No boating shall take place unless there are suitably equipped and manned rescue craft, appropriate for the event and venue, as determined by the Regional Water Committee
- 9.5.4. No boat shall be used in the course of a SCOUT activity unless properly manned and under the supervision of a person holding an appropriate Charge License issued for the purpose. The Charge License holder is responsible for ensuring that the person in control of each boat is competent to do so, given all the prevailing circumstances
- 9.5.5. No Scouter or other person in charge shall allow any cub or scout to take part in boating without first considering carefully all the conditions, and in particular having made sure:
  - 9.5.5.1. That the Cub or Scout has earned the swimming Scoutcraft badge, or has demonstrated the ability to swim 100 metres in any stroke.
  - 9.5.5.2. All reasonable precautions have been taken to ensure that the water is safe for the planned boating activity. That everyone aboard a vessel is wearing appropriate personal buoyancy aids, in accordance with current Water Activities Committee Requirements
  - 9.5.5.3. That every Scout forming part of the crew of any vessel will not wilfully endanger the vessel or other crew member(s)
- 9.5.6. The License Holder for the activity is responsible for ensuring that all vessels taking part in the activity are seaworthy.
- 9.5.7. The Regional Water Activities Committee shall define other requirements at its discretion when required.

## **10. Air Activities**

Air Charge licenses are valid for a certain period. The validity is stated in the Adult Support training documentation pertaining to the specific course.

### **10.1. General Regulation**

- 10.1.1. The term AIR Activities includes all activities that are aviation related, including, but not limited to: being on the airside of an airport, airfield or landing strip, micro lighting and paragliding.
- 10.1.2. All AIR Activities must adhere to the general principles in Section 2 of this policy, with the following additional requirements:



10.1.2.1. All AIR activities shall comply strictly with all legislation and regulations of any competent authority having jurisdiction over the activity or place of such activity. In activities where parachuting and other air activities are practised, special attention must be given to the rules governing these disciplines by the body controlling them. These rules may be obtained from the AERO CLUB OF SOUTH AFRICA who will advise Scouters of the recognised bodies.

10.1.2.2. No AIR activities shall take place unless under the charge of a person holding an Air Charge license appropriate for the activity

## **10.2. Air Activities Committee**

10.2.1. In any Region where AIR activities forms part of the programme for SCOUTS, an Air Activities Committee must be formed.

10.2.2. Sub-Committees may be formed, with the approval of the RC, each to be responsible for different airfields.

10.2.3. The Air Activities Committee is responsible for the compilation, issue, and observance of local rules for the use, conditions, and equipment for all Air Activities, and for the safety of those using them, and in particular ensuring that:

10.2.3.1. The Activity Leader holds the appropriate Air Charge License,

10.2.3.2. For any activity/event that will include being in or on an aircraft, and flying as passengers, (other than on commercial flights), navigators, aircrew, pupil pilots or pilots, the Activity Leader is fully qualified to give any instruction and is aware of their responsibility for the safety of the Scouts involved.

10.2.3.3. It is the duty of the Air Charge License holder to make sure that the pilot has the appropriate rating to take passengers on board. Ratings can be obtained from the Regional Air Activities Committee.

10.2.4. Flying (as either passengers, aircrew, pupil pilots or pilots) is not recognised as an activity under SSA's public liability insurance policy. Before any SCOUT may engage in any activities detailed in Section 10.1.2.5.2 above, the Regional Team Co-Ordinator: Scout Programme shall ascertain that suitable alternative insurance has been arranged, or that all reasonable possibilities of claims against SSA have been entirely waived by those taking part.

## **11. Other Activities**

### **11.1. General Regulations**

11.1.1. Any other activities or events, not specifically covered in this policy, must adhere to the general principles in Section 2 of this policy and the permit regulations in Section 3, with the following additional requirements:

11.1.1.1. They shall comply strictly with all legislation and regulations of any competent authority having jurisdiction over the activity or place of such activity.

## **12. Outdoor Activity Application Form**

Please find the SSA Outdoor Activity Application Form on the SSA website.

## **13. Regional Hiking Emergency Procedures Document**

Please find the SSA Regional Hiking Emergency Procedure document on the SSA website

## **14. Pioneering Safety and Best Practice Document**

Please find the SSA Pioneering Safety and Best Practice document on the SSA website.

## **15. Reporting Accidents Injuries and Incidents**

### **15.1. Introduction**

15.1.1. Scouting, is an outdoor leadership and activity based organisation, and there will be instances where members are injured while participating in events and activities.

15.1.2. All injuries, dangerous incidents, accidents and any medication issued to any member (note the National and SSA regulations which apply to issuing of medication), shall be recorded in the activity/event report.

### **15.2. Incident Reports**

15.2.1. Where an injury requires attention by a First Aider with a Level Three certificate or a medical professional, it is a notifiable Incident. An incident Report form must be completed, giving details of the accident or incident and the injuries.

15.2.2. An example of the incident report form that needs to be completed is attached as Annexure A to this policy. The form states the information that needs to be collected/collated after an incident. The latest form is available on the SSA website

### **15.3. Incident Report Form**

15.3.1. **The incident report** form needs to be completed by the Activity Leader within 24 hours of the accident/ incident.

15.3.2. The form must then be signed by the next in line Scouter

15.3.3. Next in line Scouters are as follows:

- 15.3.3.1. Scouters within a group – Scout Group Leader
  - 15.3.3.2. Scout Group Leader – District Commissioner
  - 15.3.3.3. District Commissioner – Regional Commissioner
  - 15.3.3.4. For District events – the District Commissioner
  - 15.3.3.5. For Regional events – The Regional Commissioner
  - 15.3.3.6. For National Events – The Chair: National Cub, Scout or Rover Programme
  - 15.3.3.7. For International events – The Chief Commissioner
- 15.3.4. Once the form has been signed by the next in line Scouter a copy needs to be sent to the National Office who will notify the SSA insurers and decide on any further action. A copy must also be sent to the Regional Office to be placed on record.

## **Amendment Submission Contact Details**

While every attempt is made to ensure that the contents of this policy are correct and consistent at the time of publication, the changing nature of SCOUTS South Africa and the communities that we serve is acknowledged, and as living documents this Policy should and will require correction and amendment from time to time.

Any proposals for amendment of the contents of this policy should be submitted in line with the process described in the standing Organisation Rules in effect at the time of submission of the proposed amendment.

The proposed amendments for this document should be submitted to:

SCOUTS South Africa  
National Office  
PO Box 374  
Newlands  
7725  
[info@scouts.org.za](mailto:info@scouts.org.za)

**Annexure A: Accident / Incident report form**

**ACCIDENT/INCIDENT REPORT FORM**

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Name of injured person: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number(s): \_\_\_\_\_  
\_\_\_\_\_

Date of birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Do you have a copy of the injured persons consent form? Yes / No

Who was injured person?(circle one) Participant Staff Parent/Adult

Type of injury: \_\_\_\_\_

Details of incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Injury requires physician/hospital visit? Yes \_\_\_ No \_\_\_

Name of physician/hospital: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Physician/hospital phone number: \_\_\_\_\_  
\_\_\_\_\_

Signature of injured party \_\_\_\_\_

Date:

\*No medical attention was desired and/or required.

Signature of injured party \_\_\_\_\_  
\_\_\_\_\_

Date:

Form \_\_\_\_\_ completed \_\_\_\_\_ by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Next \_\_\_\_\_ in \_\_\_\_\_ line \_\_\_\_\_ Scouter:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_