West Lancs Scouts Nights Away Notifications

Nights Away events require notification to be made, ideally at least 7 days before the event. We've chosen to treat this as a permission, rather than pure notification, system- a permit holder notifies the DC of the camp and then must get permission from the DC (or their delegate) to proceed. This "closes the loop" and guarantees that the notification has actually been received and everything's fine, removing the risk of, for example, an email disappearing.

The West Lancs notification system is accessed using a web browser and going to

https://nightsaway.westlancsscouts.org.uk/notification.html

The form should be self explanatory with cues to aid in filling it in but this goes into more detail if needed.

Camp name and type of event are optional. Sometimes there won't be a camp name. If information isn't needed, don't bother putting anything. Similarly with the venue name and phone number. Some common sense is needed here. If it's Waddecar, or if it's a district site, it's sufficient to just put the name of the camp site as the "Venue Address" and leave the name and number blank. If it's not a Scout site and/or it's outside district, make sure all the information's there. Bear in mind if you're taking people from another district to your own district's camp site, the DC of that other district may not have a clue what your local campsite is called or where it is. The intention is to get the information that's needed without anyone having to waste time filling things in they don't have to.

When specifying activities, this is so the DC has an idea of what the camp will involve. If you're providing instructors, they should be part of your camp complement and should be listed as attending adults later on the form. If they're external, or site instructors, that's all you need to say- it is not necessary to contact

an instructor who's not part of your own camp and ask them for their membership number so your DC can check up on them.

The "Permit Holder" section is like a login. It needs your membership number and your name to be able to use Compass to confirm your identity and to guard against a typo in the membership number. The email address can be any valid email address and is to contact you about your application. It is retained only until the camp has taken place.

In Event Leadership you specify who's actually running the event. The first and third option should be obvious. If you specify that it's a passport camp, extra fields will appear and you'll need to provide the name, email address and phone number of the YP who is going to be in charge of the camp. The second option is to handle cases where, for example, someone is running a camp to demonstrate they have the ability to do so but does not yet have a permit, and needs another permit holder to take responsibility. Selecting that will prompt for the membership number, email address and phone number of that adult.

Once the first part is filled in press 'Next.' Now you have to specify who is attending the camp.

The intention here is to collect details on the numbers of people attending from the different age ranges as well as adults. This information's useful because it lets us see who's camping, to go towards the trophies that are awarded at district and county level, but it also lets us see who's not camping and who might be wanting help. Selecting fields in turn eventually brings you to fields where you enter the numbers of attendees.

Camp attendees

Specify who will be attending this camp.
Don't include yourself in the adult numbers- unless this is a passport camp you will
automatically be included in the ratios.

District	Lonsdale ▼
Group	16th Lancaster (St Paul's) ▼
Section	Cubs ▼

Attendees from this section

Beavers	0
Cubs	0
Scouts	0
Explorers	0
Adults	0

Add another section

Some of this may seem redundant, but camps for one section often have people attending from other sections. Young leaders for instance, or leaders' children who are in different sections. In cases like this, enter everyone under the same section. If you're explicitly taking people from another section or group, add them as a separate section by pressing "Add another section". If this is a group camp, note that in the list of sections there's "Entire Group" so it's not necessary to specify multiple sections from the same group- only where multiple groups are involved.

If this is a district event and brings in a few people from each of many groups or Explorer units, in the list of groups is "Misc." Use this, and the name and type of event should be clear enough that it's obvious what's

happening. Similarly, for a county level event with individuals from scattered locations there's a "Misc" entry in the list of districts.
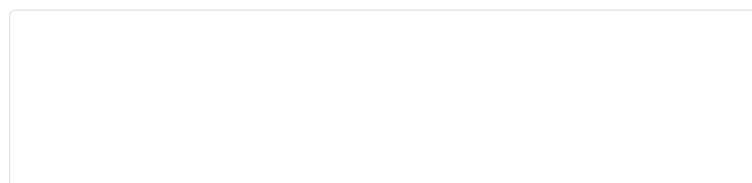
If you are in a group with more than one section for a particular age group and you want them to be listed individually, email nightsaway.help@westlancsscouts.org.uk and use the generic section name until it's done. This is also the email address to use for any other issues.

You need to specify numbers for each entry in the attendees table- meaning each "section" even though the word isn't correct for the "Misc" events. If all the numbers are zero, that's assumed to be an error and you won't be able to proceed. If you've added a section in error, it can be removed by pressing the small trashcan icon to the right of it

If the numbers you specify don't meet the minimum recommended ratios for the sections involved, you're prompted to either fix it or provide an explanation.

The form will still let you proceed with what appear to be too few adults because there may be a good reason- for example you're going to be supported by external staff at a non Scouting organisation.

The next section is where you specify the list of adults who will be attending camp. This is a new requirement. We understand it to mean those adults who are part of the residential that you have organised and who are staying overnight. Other adults on site, even if it's part of the same larger event like a district camp, are not part of the residential that you have organised and taken responsibility for by being the permit holder of the event, so they're not relevant to your notification.

Adult Details

Specify all the adults who will be on this camp as part of your group, who haven't been mentioned anywhere else.
So you don't need to specify yourself, or the event leader if that isn't you, and you don't need to specify campsite crew or other external activity providers.

Adults on camp	Name	Membership number	Notes	
		No data		

Enter adults to add to the camp

Specify one adult per line. Ideally use the membership number of that adult. If you don't have this, give the complete name of the adult and the system will try and identify them. Do not add things like 'Parent' or 'Helper' because the system will then be looking for those words in the name.

‹ Back › Next

The upper grid, which initially reads "no data," shows the list of adults that you've entered that the system recognises.

To enter your list of adults, type them in the box below it. Make sure each adult is on a separate line. If you type enough of the person's name to be distinct then that will be enough- the membership number is only needed where there are two people in the county with the same name.

For example, in the case of an adult called Barnabas Rubble, who Compass knows is known also as Barney; you could type either "Barnabas Rubble," or "Barney Rubble." In fact, since nobody else in the county is called Barney, you could just type "Barney" and that will be enough to uniquely identify the member. Try that with "Paul" though and it's not going to work!

Every time you press "Next" here, the system looks at what you've typed. For each line, if a single person is found, their details are retrieved and their DBS and training checked. If there are problems, they're mentioned in the "Notes" field. Everyone needs DBS, not everyone needs first aid, safety and safeguarding. At the moment the system doesn't know who needs what training, so it's normal for occasional helpers to flag up lots of warnings. If the warnings don't fit in the table, hovering over with the mouse pointer (if you're not on a mobile device) will show the whole message.

When enough members have been accepted, if there are warnings the following box appears

This lets you pre-empt any concerns when the notification is reviewed. At review, the primary role of each person is visible, so you don't have to say anything about occasional helpers.

The final section of the form deals with the RA and the In Touch info. It's now a requirement that you submit your risk assessment for the camp. This has to be in the form of a single file. PDF files are often the most compact and can be displayed on many devices, so they're the preferred option but if you can't provide it as PDF then RTF, DOC and DOCX files are accepted, subject to a maximum size of 4MB. If you try to upload a

file that's not PDF and it's more than 4MB then convert it to a PDF before uploading.

Risk Management

I have made my GSL/line manager aware of this event. *	☐
Risk Assessment	Drag & Drop your risk assessment ...or click to browse for a file instead. Preferred type is PDF but RTF, DOC and DOCX are also accepted Max size 4MB!
In Touch Info *	

Specify your InTouch arrangements, with phone numbers/ email addresses where relevant

The other fields don't need any more information than is already provided on the page. Once complete, click "Next" and a box like this should appear.

NAN 108 submitted.

This does not yet mean the camp can go ahead

The notification will be reviewed in the next few days, and when it is approved you will be notified by email. If you do not get this email the day before you're due to leave you must contact your DC, or failing that a Nights Away Advisor, and make sure you're actually good to go

Thank you. You can now close this window.