



Scouts Australia (SA Branch)

Activity Standard

Camping

1 PURPOSE

The purpose of this procedure is to assist in the planning and delivery of camping activities with a focus on participant safety, skills development and enjoyment.

2 WHO CAN PARTICIPATE IN THIS ACTIVITY?

Joey Scout	Cub Scout	Scout	Venturer Scout	Rover
Yes	Yes	Yes	Yes	Yes

3 SCOPE

- For overnight stays in permanent structures, including scout or privately owned halls or dormitories, please refer to the Safety Standards and Procedures for Sleep-ins.
- This Activity Standard applies to the conduct of Scouts SA approved and controlled camping activities.
- Activity Planning shall comply with the current Australian Adventure Activity Good Practice Guide - Camping.
- Activity planning and conduct shall conform with the Scouts SA Child Protection Framework and Prescribed Procedures.
- Where other adventurous activities occur during the course of the activity program, activity standards relevant for those activities should be adhered to.

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Document Title: Rec-Pr-003 Activity Standard Camping		
Version: 0.1	Last reviewed: 06/09/2021	Review due: 06/09/2023
Document Controller	Risk and Compliance Manager	Page 1 of 8

4 DEFINITIONS

Camping refers to the use of a temporary site for overnight camping. This may be for one night or multiple nights.

5 RESPONSIBILITIES AND QUALIFICATIONS

Note:

The completion of basic training prior to 2021 satisfies the qualifications required to be the Leader in Charge of this activity.

Further RPL/training recognition will be communicated during 2021.

As a matter of policy, Scouts Australia pursues a policy of encouraging Youth Members to camp without full time adult supervision at the earliest possible time consistent with due regard for health and safety.

- The Leader In Charge is responsible for the overall administration and conduct of an event and is accountable for its outcomes. This includes provision of licences, permits and landholder permission relevant to the activity
- The Activity Leader is the subject matter expert, for a specific activity held within the event plan.
 - The Activity Leader is responsible for ensuring the safe conduct of an activity and ensuring its programmed outcomes are achieved.
 - Where the Activity Leader is a member of Scouts SA they shall hold current and relevant qualifications for the activity they are conducting.
- In some instances a third party subject matter expert (SME) may be used in place of a member of Scouts SA; in this case the SME must hold appropriate external qualifications and the activity must still be supervised by a member of Scouts SA holding a Certificate of Adult Appointment (CoAA). Scouts SA Child Protection Policies still apply to SME's.
- An Assistant Activity leader can share responsibility for some or all components of the activity to ensure the programmed outcomes are achieved.

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Version: 0.1	Last reviewed: 06/09/2021	Review due:06/09/2023
Document Controller	Risk and Compliance Manager	Page 2 of 8

- A Responsible Youth Member is a youth member who has recognised competencies obtained through the OAS to undertake a defined role at the activity as per Responsible Person definition in *Core Australian Adventure Activity Good Practice Guide*
- A Responsible Adult Member is an adult who can assist with specific duties at an activity as per the Responsible Person definition in *Core Australian Adventure Activity Good Practice Guide*.

5.1 Leader In Charge Qualifications

The Leader in Charge shall be a Registered Adult Leader who holds a Certificate of Proficiency (Gillwell Woggle) and completed Scouting Adventure training (or Basic Outdoor Skills prior to 2021)

5.2 Assistant Activity Leader Qualifications

The Activity Leader shall be a Registered Adult Leader who holds a Certificate of Proficiency (Gillwell Woggle) and completed Scouting Adventure training (or Basic Outdoor Skills prior to 2021)

5.3 Responsible Youth Member Qualifications

Responsible Youth Member shall be any youth members who has achieved OAS Camping Stage 5

5.4 Responsible Adult Members

Responsible Adult Member shall be Registered Adult Helpers or Leaders deemed competent for their assigned duties by the Leader In Charge in consultation with their up line Group Leader / Commissioner

5.5 First Aid Qualifications

First Aid qualifications and skills requirements shall be clearly identified in the Activity Risk Assessment with roles defined, allocated and communicated in the Activity Plan.

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Version: 0.1	Last reviewed: 06/09/2021	Review due:06/09/2023
Document Controller	Risk and Compliance Manager	Page 3 of 8

6 ACTIVITY PLAN

A documented activity plan shall accompany the *A5 Application for Authority to Conduct an Activity* form. This activity plan shall as a minimum cover:

- Educational purpose statement (i.e. aim and objectives)
- Route plan (not required for standing camps)
- Mitigation plans for potential weather conditions, including activity cancellation triggers and notification plan
- Risk Management Plan
- Itinerary (including start times, finish times and locations)
- Emergency management (including bushfire, evacuation and medical response)
- Equipment and Logistics (including group and personal equipment kit lists)
- Supervision arrangements
- Budget

Activity leaders must have access to the documented activity plan, and additionally:

- Leader and participant details (gathered through Y4, A4 forms)
- Applicable activity licenses, approvals and access permits

7 RISK MANAGEMENT

- The Leader In Charge is responsible for the development and application of a risk management plan for the event.

The Risk Management Plan must be read and understood by all adults/stakeholders involved with the activity.

- This plan shall be completed with reference to *Core Australian Adventure Activity Good Practice Guide Section 2 - Management of Risk* and consider all activities and demand sub-plans, where required, for specific activities.
- The Rec-Fm-001 Activity Risk Management Form shall be used to assist in this process:
- Examples of hazards and risk treatments to be considered in the risk management plan include:

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Version: 0.1	Last reviewed: 06/09/2021	Review due: 06/09/2023
Document Controller	Risk and Compliance Manager	Page 4 of 8

- Environment related planning, bushfire and fire danger
 - Scouts SA Catastrophic Fire Rating Policy and Scouts SA Guidance for Severe Weather Conditions should inform the risk and emergency management parts of the Activity Plan.
- Tree Safety
 - Measures to reduce the risk of injury from a tree or limb falling must be considered when selecting camping and sleeping locations.
- Drinking water safety
 - Drinking water should be sourced from an approved drinking water provider (e.g. SA Water), or otherwise specific landholder instructions in relation to treatment should be followed.
- Food Safety
 - Food should be stored with consideration given to: location, weather, equipment, length of time, cross contamination, season, allergies and space
- Equipment requirements
 - Personal equipment lists provided to participants should have appropriate clothing and footwear for the expected and foreseeable weather conditions and terrain.
- Use of cooking equipment or fire
 - The use of cooking equipment (include lightweight and standing camp gas stoves) must be directly supervised where youth members are yet to be assessed as competent in the relevant OAS Camping Stage 3 *i-statements*.
 - Use of stoves and fire should be supervised by an adult member or OAS Camping Stage 5 youth member.
- 6.3 First aid resources and medication
 - First Aid requirements shall be determined by the risk assessment with reference to the Camping Good Practice Guide.
 - First aid equipment must reasonably accessible and appropriate and adequate for the activity.
 - Medication must be appropriately stored and secured.
- Communication equipment

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Document Title: Rec-Pr-003 Activity Standard Camping		
Version: 0.1	Last reviewed: 06/09/2021	Review due:06/09/2023
Document Controller	Risk and Compliance Manager	Page 5 of 8

- Communication equipment must be available as per the risk and emergency management components of the Activity Plan.

7.1 Group Size

There shall be a minimum of 4 participants.

In addition to the Patrol System, appropriate structures should be put in place for large groups (i.e. where the group size exceeds 22) which could include the use of units and sub-camps.

7.2 Ratios

Activity leaders: 'Activity leaders' is the collective noun for the Leader in Charge and Assistant activity leaders as defined in section 5

- For all aged sections: a minimum of 2 Activity leaders, Responsible Youth Member or Responsible Adult Members
- Joey scout aged section: 1 Activity leader or Responsible Youth Member or Responsible Adult Member per 5 youth members
- Cub scout aged section: 1 Activity leader or Responsible Youth Member or Responsible Adult Member per 6 youth members
- Scout aged section and above: 1 Activity leader or Responsible Youth Member or Responsible Adult Member per 8 youth members

7.3 Supervision

Where walking in or out to the camping area is required, reference must be made to the current Bushwalking Activity Standards to establish the track definitions. These definitions will determine what level of Supervision is required.

At least one activity leader should hold a current Provide First Aid qualification.

Camps with Joey Scout and Cub Scout participants must be *directly* supervised.

Scout aged and older sections are able to operate Youth-led with *indirect* supervision subject to meeting ratios of suitability skilled Activity leaders or Responsible Persons in the vicinity.

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Version: 0.1	Last reviewed: 06/09/2021	Review due:06/09/2023
Document Controller	Risk and Compliance Manager	Page 6 of 8

Scout aged and older sections are able to operate Youth-led with *remote* supervision arrangements subject to meeting ratios of Responsible Youth Members present.

The level of supervision shall be identified and applied for each activity as identified in the risk management for activities, where indirect and remote supervision is used reference should be made to *Core Australian Adventure Activity Good Practice Guide Section 7.8 - Supervision and management during the activity*

Considerations in determining if supervision requirements can be satisfactorily completed by a responsible person should include but are not limited to:

- the equipment, method and arrangements if participants are using stoves
- the ability to provide suitable emergency management
- assess to additional support to address emergencies

Supervision examples:

- A Cub camp with 20 cubs, directly supervised by 2 adult leaders and 2 adult helpers
- A patrol camp with 2 patrols of 6 Scout aged youth members, indirectly supervised by 2 adult leaders in the vicinity
- A patrol camp with 6 venturer aged Scouts, 2 of which have achieved OAS Stage 5 camping, remotely supervised by 1 adult leader in charge

8 APPROVALS AND NOTIFICATIONS

- Approvals shall be consistent with Application for Authority to Conduct an Activity (Form A5) Section 2. These must be obtained prior to commencing the activity.
- The Group Leader shall approve all activities. The Program Support Leader then signs off on the activity.
- Youth Member details and Parent/Guardian permission specific to the activity shall be obtained prior to the activity, using the *Parent Advice* process (Y4 or Operoo form) form for each participant under 18 years of age.
- Adult participant details and agreement shall be obtained prior to the activity, using the *Standard Application* process (A4 or Operoo form).

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Document Controller	Risk and Compliance Manager	Page 7 of 8

- Pre-activity information should be provided to participants and parents or legal guardian before gaining their consent.
- For Joey Scouts, Cub Scouts and first time participants: this should include discussions at an appropriate time (either immediately before, during or after a unit night).

9 POST ACTIVITY REPORT

On completion of the Activity, the Leader In Charge is to complete the Post Activity Report found in Authority to Conduct an Activity (Form A5) Section 6 and forward this report to the relevant Group Leader.

10 SA BRANCH ENQUIRIES TO

All Commissioners and Accredited Leaders are urged to seek advice on camping or other related matters where clarification is required with regard to standards, procedures and equipment from Assistant Chief Commissioner Adventure

The Assistant Chief Commissioner Adventure or their delegate bears responsibility for:

- a) Setting and assessing levels of competence for camping.
- b) Maintaining records of instruction, training and competence within Scouts Australia, SA Branch.

Assistant Chief Commissioner Adventure

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Document Controller	Risk and Compliance Manager	Page 8 of 8