SCOUTS CORNER · GISVOLD.ORG

Leader camp checklist

Before, during and after a Cub pack camp or sleepover. A planning aid for UK Cub Scout leaders.

How to read the tags

POR or a Scouts 'must' **RULE**
official Scouts 'should' **GUIDANCE**
good practice **TIP**

Camp _____
Dates _____
Leader in charge _____
Permit holder _____
InTouch contact _____

★ Always check the latest POR

Checked October 2026 against the POR Spring 2026 edition. POR changes, and a new edition is planned for autumn 2026. Check **scouts.uk/por** and talk to your Nights Away Approver before you go.

This is a planning aid, not a replacement for POR. Numbers like [2] match the Sources list at the end.

1 BEFORE CAMP Weeks ahead, through to the night before

Planning & permissions

- ☐ **Name the Leader in charge** They must hold a full appointment. Make sure every adult knows who it is. — RULE [1]
- ☐ **A Nights Away Permit holder is on the team** Right category for the venue (Indoor, Campsite, Green Field or Lightweight Expedition), present overnight and responsible for the nights away part. — RULE [2]
- ☐ **Check the site is not prohibited or restricted** Prohibited areas are out of bounds even with a permit. Restricted ones need permission from the named contact first. — RULE [16]
- ☐ **Write and record the risk assessment** Five steps. Include sleeping arrangements, ratios and Yellow Card points. Share it with the adults and Cubs. — RULE [11]
- ☐ **Submit the NAN through the Scouts membership system (or your District's process)** It goes to your District or County Lead Volunteer or Nights Away Approver. Recommended at least 7 days before. Upload the risk assessment. — RULE [4]
- ☐ **Wait for formal approval** A nights away activity must not begin until it has been formally approved. — RULE [2]
- ☐ **Check each activity leader has the permits or skills needed** Other activities in the programme are approved through the normal activity approval process. — RULE [2]
- ☐ **Plan for the permit holder having to leave** Agree with your District Lead Volunteer what happens, and write it down so the team knows. — GUIDANCE [5]
- ☐ **Get the weather forecast** And plan to keep checking it during camp. — RULE [1]

People & ratios

- ☐ **Cub ratio for nights away** Leader in Charge plus 1 adult or helper per 8 Cubs, minimum 2 adults or helpers. If your risk assessment needs more, the larger number applies. — RULE [1]
- ☐ **Young Leaders do not count in ratios** Name one adult (18+, full appointment) as also responsible for the Young Leaders. — RULE [1]
- ☐ **Every adult and helper has a satisfactory Personal Enquiry** Required for all adults and helpers at a Nights Away activity. — RULE [1]
- ☐ **Overnight adult members are in date for safeguarding and safety learning** Your District Lead Volunteer or Nights Away Approver must make sure of this, and that overnight adults have a valid criminal record check (PVG in Scotland). Check records early. — RULE [2]
- ☐ **First aid cover** Each group has immediate access to someone with a current First Aid qualification, First Response at a minimum. — RULE [2]
- ☐ **No adult alone overnight with Cubs** Only in an emergency may an adult or helper be alone overnight with young people. — RULE [1]
- ☐ **Plan separate sleeping for adults and Cubs** Including Young Leaders working with a younger section. Plan where everyone can change safely and privately. — RULE [7]
- ☐ **Cover if someone drops out** Plan your supervision so one cancellation does not break your ratios. — GUIDANCE [9]

Parents & forms

- ☐ **Tell parents the programme and who is in charge** The broad programme of activities and the name of the Leader in charge. — RULE [2]
- ☐ **Get parent or carer consent** Record it in OSM (Online Scout Manager), the Scouts membership system or on paper, whichever your group uses. The Activity information form is a ready-made template. — RULE [2]

- [ ] **Collect medical, allergy and dietary details** In OSM, the Scouts membership system or on paper, whichever your group uses. Medication in a clearly marked container with name, dose, storage and how to give it, signed by a parent. Allergies confirmed in writing before camp. — GUIDANCE [13]
- [ ] **Share your InTouch arrangements** Who parents contact, how and when, and how you will contact them. — RULE [10]
- [ ] **Review the Yellow Card with everyone attending** Cubs, adults and parents. Explain behaviour expectations as part of camp preparation. — RULE [7]
- [ ] **Agree a code of conduct with the Cubs** Talk through sleeping arrangements, phones and who to go to with a worry. — GUIDANCE [6]
- [ ] **Hold a short parents' meeting** Face to face or online. Note what was agreed. — GUIDANCE [6]
- [ ] **Agree and share your group's policy on Cubs' phones** Scouts leaves this to groups. If phones are allowed, give clear guidelines and put them in the code of conduct. Phones can undermine your InTouch plan. — GUIDANCE [6]
- [ ] **Agree and share your group's policy on photos** Check what consent you hold (usually recorded at joining) and respect opt-outs. Never leave a Cub out of an activity because they can't be photographed. — GUIDANCE [22]
- [ ] **Agree and share your group's policy on penknives** Whether Cubs bring one is your group's call. Scouts guidance: young people must be supervised by adults when knives are used, and you must know UK knife law. — GUIDANCE [23]
- [ ] **Agree and share your group's policy on non-prescription medicines** For items like paracetamol, Scouts guidance says seek parent or carer consent, for example a signed list with tick boxes. — GUIDANCE [21]

Site & safety

- [ ] **Set up your InTouch system** If you name an InTouch point of contact, they must be a full adult member. They need the attendance list and emergency contacts. — RULE [3]
- [ ] **Emergency procedures in place** Everyone knows the Purple Card steps. Note the site address, grid reference or what3words. — RULE [1]
- [ ] **Find the nearest doctor and 24 hour A&E** Scouts guidance calls this essential for anyone organising a camp. — GUIDANCE [13]
- [ ] **Check all equipment is appropriate for the activity** Scouts stove guidance adds: check stoves, hoses, regulators and cartridges before every event. — RULE [1]
- [ ] **Visit the site if you can** Water, toilets, fire rules, mobile signal, where the ambulance would come in. — TIP

Kit & food

- [ ] **First aid kit ready** Clearly marked, dust and damp proof, kept accessible. Include burns care. — GUIDANCE [14]
- [ ] **Menu checked against allergies and diets** Plan alternatives so every Cub can eat the same meal where possible. — GUIDANCE [18]
- [ ] **Cool storage planned** Food needing the fridge kept below 8°C. Enough ice blocks for cool boxes. — GUIDANCE [19]
- [ ] **Group kit checked and packed** Use the group kit list. Count tents, poles and pegs. — TIP

Before you leave home: the short version

Permit holder on site overnight, ratios met, NAN approved, parents informed and consenting, InTouch set up, risk assessment shared, first aid covered, Yellow and Purple Cards in every pocket. Then go and have a brilliant camp.

Kit: leader vs group

Use the separate Leader and group kit lists (spreadsheet, PDF or Word) at gisvold.org/scouts/leader-camp-checklist. Your own kit is yours to pack; group kit needs a named owner for each box. For the Cubs' own list, see gisvold.org/scouts.

Notes for this camp

Local processes, contacts, anything your District asks for.

2 DURING CAMP From arrival to the last Cub going home

Arrival

- ☐ **Register and headcount** An agreed handover system between parents and leaders. — GUIDANCE [9]
- ☐ **Collect medication and check forms** Store medication securely. Start the medication record. — GUIDANCE [13]
- ☐ **Brief the adults** Risk assessment controls, roles, fire points and what to do in an emergency, including parent helpers. — GUIDANCE [11]
- ☐ **Brief the Cubs** Camp rules and the reasons for them, boundaries, buddies for night-time toilet trips. — GUIDANCE [6]
- ☐ **Fire safety checks** Fire exits and escape routes clear, detectors tested, carbon monoxide controls in place. — GUIDANCE [9]
- ☐ **Check the sleeping accommodation** Safe and accessible. Separate for adults and Cubs. — GUIDANCE [9]

Each day

- ☐ **Keep assessing risk** Adults must continue to assess risk throughout. Monitor the weather and act on it. — RULE [1]
- ☐ **Headcounts at every change** Before and after activities, meals and bedtime. — GUIDANCE [9]
- ☐ **Stoves outdoors and attended** Outdoors, on firm level ground, attended at all times while lit. Never in a tent, porch, awning or shelter. — RULE [17]
- ☐ **Campfire never left unattended** A responsible adult manages the fire. Bucket of water and a spade handy at all times. — RULE [18]
- ☐ **Food hygiene** Handwashing with soap and water. High-risk food cooked to 75°C for 30 seconds. — GUIDANCE [19]
- ☐ **Record every medication given** The designated First Aider keeps a written record of each administration. — RULE [13]
- ☐ **Permit holder on site overnight** They can leave in the day but must be there for the overnight part. — RULE [5]
- ☐ **Keep the InTouch contact updated** Arrivals, departures and any change of plan. — GUIDANCE [10]
- ☐ **Look after wellbeing** Watch for homesickness and tiredness. Handle bedwetting quietly. Spare sleeping bag to hand. — GUIDANCE [6]

Emergencies

- ☐ **Follow the Purple Card** Assess danger, give first aid, call 999, keep everyone safe and updated. Note times and actions. — RULE [8]
- ☐ **After an injury** Alert emergency services if needed, tell your InTouch person, notify next of kin as your Lead Volunteer advises. — RULE [3]
- ☐ **Call UK Headquarters for serious incidents** 0345 300 1818 (24 hours) for a fatality, likely hospital stay of 3+ days, multiple casualties with overnight hospital, or a significant structure collapse. — RULE [3]
- ☐ **Safeguarding concerns** Report directly to the UK HQ Safeguarding Team as soon as possible, always within 24 hours. Immediate risk: call 999. — RULE [7]
- ☐ **No media, no social posts, no blame** Refer media to UK Headquarters. No admission of liability. — RULE [3]

IN AN EMERGENCY Follow the Purple Card. Keep this page with the paperwork box.

Emergency services: 999 or 112

UK Headquarters, 24 hours [3][8]: 0345 300 1818 or +44 20 8433 7100

UK HQ Safeguarding Team [7]: +44(0)20 8433 7164 (9am to 5pm, Monday to Friday) or email safeguarding@scouts.org.uk

Safeguarding emergency, out of hours [7]: Scouts Support Centre on +44(0)345 300 1818

Our InTouch contact _____

Lead Volunteer _____

Nearest 24 hour A&E _____

Site location / grid ref / what3words _____

3 AFTER CAMP The day after, and the week after

Wrap up

- ☐ **Hand every Cub back safely** Use your agreed handover system. Tip: return any medication to a parent in person. GUIDANCE [9]
- ☐ **Fires out, no trace left** Spread the embers, soak them, stir through until cold. GUIDANCE [18]
- ☐ **Gas and fuel dealt with** Never puncture, crush or burn a cartridge. Store fuel safely. GUIDANCE [17]
- ☐ **Kit dried, checked and restocked** Tents aired, first aid kit topped up, broken kit labelled. TIP

Reporting

- ☐ **Log incidents locally** Every incident goes in your local first-aid and incident record (in OSM, the Scouts membership system or on paper, whichever your group uses), including ones not sent to UK HQ. RULE [15]
- ☐ **Tell your Lead Volunteer** Promptly, using your local reporting process. RULE [3]
- ☐ **Report to UK Headquarters online** For near misses and reportable incidents (medical treatment, emergency rescue or third-party damage). RULE [3]
- ☐ **Talk to parents about any incident** Promptly and sensitively. Mention Unity Personal Accident and Medical Expenses cover. GUIDANCE [15]
- ☐ **Keep records secure** Store incident and medical information in line with data protection guidance. RULE [15]

Looking back

- ☐ **Hold a short review** Celebrate what went well. Note what to change. GUIDANCE [9]
- ☐ **Update the risk assessment** Must be reviewed after an accident, near miss or change of circumstances. RULE [11]
- ☐ **Record Nights Away for the Staged Activity Badge** Every night away counts. TIP
- ☐ **Say thank you** To parent helpers, the site and your team. TIP

Sources All on scouts.org.uk, read on 22 October 2026.

[1] **POR 9a Activities (incl. 9a.1 ratios, leader in charge, approval)** scouts.org.uk/por/9a-activities/
[2] **POR 9a.2 Nights away activities** scouts.org.uk/por/9a-activities/9a2-nights-away-activities/
[3] **POR 7 Emergency procedures (InTouch, incidents, reporting)** scouts.org.uk/por/7-emergency-procedures/
[4] **Nights Away Notification (NAN) guidance** scouts.org.uk/volunteers/running-your-section/planning-your-programme/nights-away-and-camping/nights-away-notification/
[5] **Nights Away FAQs** scouts.org.uk/volunteers/running-your-section/planning-your-programme/nights-away-and-camping/nights-away-faqs/
[6] **Nights Away and safeguarding** scouts.org.uk/volunteers/staying-safe-and-safeguarding/safeguarding-in-the-programme/nights-away-and-safeguarding/
[7] **Yellow Card: Safeguarding Code of Conduct for Adults** scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/safeguarding-code-of-conduct-for-adults-yellow-card/
[8] **Purple Card: Safe Scouting, what to do in an emergency** scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/safe-scouting-what-to-do-in-an-emergency/
[9] **Safety checklist for Team Members (May 2026, replaces the Safety checklist for leaders)** scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/safety-checklist-cards/safety-checklists-for-team-members/
[10] **InTouch (FS120075)** scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/intouch/
[11] **Risk assessments (FS120000)** scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/
[12] **Activity information form (FS120081)** scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/general-activity-guidance-a-z/activity-information-form/
[13] **Personal medication** scouts.org.uk/volunteers/staying-safe-and-safeguarding/incidents-and-illness/first-aid-kits-and-accident-books/first-aid-kits/personal-medication/
[14] **Guidance on first aid kits** scouts.org.uk/volunteers/staying-safe-and-safeguarding/incidents-and-illness/first-aid-kits-and-accident-books/first-aid-kits/guidance-on-first-aid-kits
[15] **Local reporting and recording of Safety incidents** scouts.org.uk/volunteers/staying-safe-and-safeguarding/incidents-and-illness/emergencies-and-incident-reporting/local-reporting-and-recording-of-safety-incidents/
[16] **Prohibited and restricted campsites** scouts.org.uk/volunteers/running-your-section/planning-your-programme/nights-away-and-camping/prohibited-and-restricted-campsites/
[17] **Using stoves safely (Sept 2026)** scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/safe-camping-residentials-and-outdoor-skills/using-stoves-safely/
[18] **Campfire safety (May 2026)** scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/safe-camping-residentials-and-outdoor-skills/campfire-safety/
[19] **Food hygiene** scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/safe-camping-residentials-and-outdoor-skills/guidance-for-food-safety/food-hygiene/
[20] **POR home page (current edition)** scouts.org.uk/por/
[21] **Medications (non-prescription items such as paracetamol)** scouts.org.uk/volunteers/staying-safe-and-safeguarding/incidents-and-illness/first-aid-kits-and-accident-books/first-aid-kits/medications/
[22] **Photography and video recording at Scout events** scouts.org.uk/volunteers/staying-safe-and-safeguarding/safeguarding-in-the-programme/recording-at-scout-events/
[23] **Knife skills (activity safety notes)** scouts.org.uk/activities/knife-skills/