

Glossary

Activity Briefing: A comprehensive brief on the activity before it commences. The briefing includes the Leaders and Participants (usually delivered separately). It should ensure that all involved leaders understand the Activity Plan and Activity Risk Assessment well. The Activity Briefing should also detail any previously unknown risks are captured and addressed. It should ensure that roles are understood, and everyone understands the activity objectives, equipment, and techniques.

Activity Notification: Historically, the E1 Parts I to III documentation but increasingly provided through electronic means such as Operoo.

Activity Plan: A document that outlines how an activity will run and may include details such as location, emergency response, participant roles, logistics, communications, transportation, weather, and budgets.

Activity Review: An exercise that occurs at the end of all activities to determine how the participants viewed the activity and improve future activities. It is part of the Scout Method of Plan, Do, Review.

Activity Risk Assessment: The specific risk assessment for an activity is developed by adjusting the **Standard Risk Assessment** considering the context of the activity.

Adventurous Activities: These are typically outdoor pursuits requiring skill to engage. An activity with inherent risks and uncontrolled hazards, usually in a natural environment. The range of activities covered supported by NSW Scouts Adventurous Activities are based on the Outdoor Adventure Skills (OAS) areas in the Program and, but not exclusively, Archery, Flying Fox, Challenge Ropes and Motoring.

Adventurous Activity Guide – a member of Scouts NSW who holds the units required for an Adventurous Activity Guide documented in the NAAF. Ideally, they hold at least a SIS30619 Certificate III in Outdoor Leadership (until July 2022, a Certificate III in Outdoor Recreation is equivalent). They must have a Certificate of Adult Appointment (unless they are a Rover) and can mentor and motivate youth members. They must be appointed as a Scouts NSW Adventurous Activity. Certain higher risk activities must be Directly Supervised by an Adventurous Activity Guide who acts as the Adventurous Activity Leader 'in charge'.

Adventurous Activities Assistant Guide: An adult or youth member progressing on a journey to become a Guide. They hold the units required for an Assistant Guide in the NAAF. Ideally, they hold at least a SIS20419 Cert II in Outdoor Recreation. They should have good leadership skills. Acts as an Adventurous Activity Leader under the supervision of an Adventurous Activity Guide. An Adventurous Activity Assistant Guide will be paired with a mentor Guide to assist their development.

Adventurous Activity Leader: They are a member of Scouts NSW who supports an Adventurous Activity.

Dependant Participant: This is a person under the age of 18 or is a participant who has little or no experience in the activity. They depend on the Adventurous Activity Guide or Adventurous Activity Leader for supervision, guidance, and instruction to facilitate their safe participation in the activity.

Emergency Contact: An adult member of Scouting who is the nominated person responsible for providing safety watch over an Adventurous Activity. This person is responsible for communication with stakeholders and declaring any emergency responses if contact is not possible with the Adventurous Activity Leader, or the party is overdue.

Event Management System: These are systems that allow the advertising of activities and can take participants' bookings on those activities. Often, they capture consent.

Independent Participant: A person with enough skills and knowledge to safely participate in an adventurous activity without dependence on an Adventurous Activity Guide or Adventurous Activity Leader. This person understands and acknowledges the inherent risk and assumes responsibility for their safety and welfare.

Informed Consent: To attend an activity, the parents of members under 18 must consent to the participant to attend the activity. Informed consent is based on an informed understanding of the activity and what risks the participants will take.

Outdoor Adventure Skills(OAS): OAS is the Youth Program adventure skills framework that provides a wide range of activity types with an increasing skill level from the most basic to very advanced. See the Youth Program for more details.

Personal Activity Logbook: The logbook is an individual's record detailing involvement in Adventurous Activities. The logbook helps demonstrate currency. It can be a variety of formats but must contain dates, type of activity, participant's role, list other participants, activity descriptions and a validation contact. All experience within Scouting must be recorded. Experience gained externally to Scouting should be recorded.

Reasonable Adjustment: These are changes made to enable a participant to participate on an equal basis safely and productively as others. To determine whether an adjustment is considered 'reasonable', the Adventurous Activity Leader must consider the need for the change with the expense or effort involved in making the change and the impact on other participants. If an adjustment requires a disproportionately high expenditure or disruption, it is not likely to be reasonable.

Standard Risk Assessment: This is a risk assessment developed based on leading practice understanding of the key typical risks on a specific activity discipline. Considers what the recommended mitigations and approaches are.

Supervision – Direct: The Adventurous Activity Leader can supervise, guide and instruct directly within minutes. Most Adventurous Activities will be supervised directly.

Supervision – Indirect: The Adventurous Activity Leader is in the vicinity but is unable to intervene for up to one hour. For example, they are trailing the participants or are in a nearby camp in radio contact. Use Indirect Supervision only where the competence of the Adventurous Activity Leader and participants is sufficient to conduct the activity safely. The Activity Risk Assessment and Activity Plan must demonstrate such competence.

Supervision – Remote: The Adventurous Activity Leader is not in the vicinity and is unable to intervene for between 1 and 12 hours. Use Remote Supervision only where the competence of the AA Leader and participants is sufficient to conduct the activity safely. The Activity Risk Assessment and Activity Plan must demonstrate such competence.

Document Control:

This Glossary is provided for the Adventurous Activities Hub and includes definitions from Pro75 Core Conduct Procedure which may be helpful for someone navigating the website.

Version	Date	Author	Approver
1.0	24 February 2022	Kenton Jurgs	Kenton Jurgs
1.1	11 March 2022	Kenton Jurgs	Kenton Jurgs