

POLICY

Adventurous Activities



Issued with the authority of the Chief Commissioner and Chief Executive Officer of Scouts NSW

Chief Commissioner		CEO signature	
Sponsor	Deputy Chief Commissioner (Youth and Program Support)	Originator	State Commissioner Adventurous Activities
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Acknowledgement

As Scouts of Australia, we acknowledge Australia’s First Nations Peoples. We acknowledge the Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of this land. We pay our respects to Elders past, present, and emerging. We’re grateful to do our Scouting in this country. We commit to use its resources wisely and develop our understanding of Aboriginal and Torres Strait Islander cultures. We also acknowledge any Aboriginal and Torres Strait Islander Scouts who are part of our movement today.

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1 Preface

- 1.1 Deputy Chief Commissioner (Youth and Program Support) or their delegate the State Commissioner Adventurous Activities (**SC(AdvAct)**), issues and updates *POL36 the NSW Branch Adventurous Activities Policy “The Policy”*. They also issue and update associated Procedures on behalf of the Chief Commissioner.
- 1.2 Several National Policies are directly referenced and elaborated on, by **The Policy**. These National and related NSW Branch Policies have priority in the event of any conflict between them and **The Policy** and its related Procedures. **The Policy** and Procedures can be read in conjunction with these National and associated NSW Branch Policies:
- The *Scouts Australia National Adventurous Activities Framework (NAAF)* which outlines how the *Australian Adventure Activity Standards (AAAS)*, and *Good Practice Guides (GPG)* will be implemented in Scouts Australia as well as defining roles and setting authorities for the delivery of activities.
 - The *National Risk Management Policy* and the *NSW Branch Risk Management Policy* which outline the philosophy for risk management in Scouts Australia and NSW.
 - The *National Workplace Health and Safety Policy* and the *NSW Branch Workplace Health and Safety Policy* which further elaborate on the management of risk and the treatment of incidents and accidents.
 - *National Policy and Rules* and the *NSW Organisation and Information Handbook* which outline how Scouts in NSW is run.
- 1.3 Some duplication from the National Policies may occur to maintain context.
- 1.4 **The Policy** will be reviewed and updated no later than August 2024 or at an earlier time if there are changes to the National or NSW Branch Policies or the **AAAS** that set the context for **The Policy**.

Links to External Documents

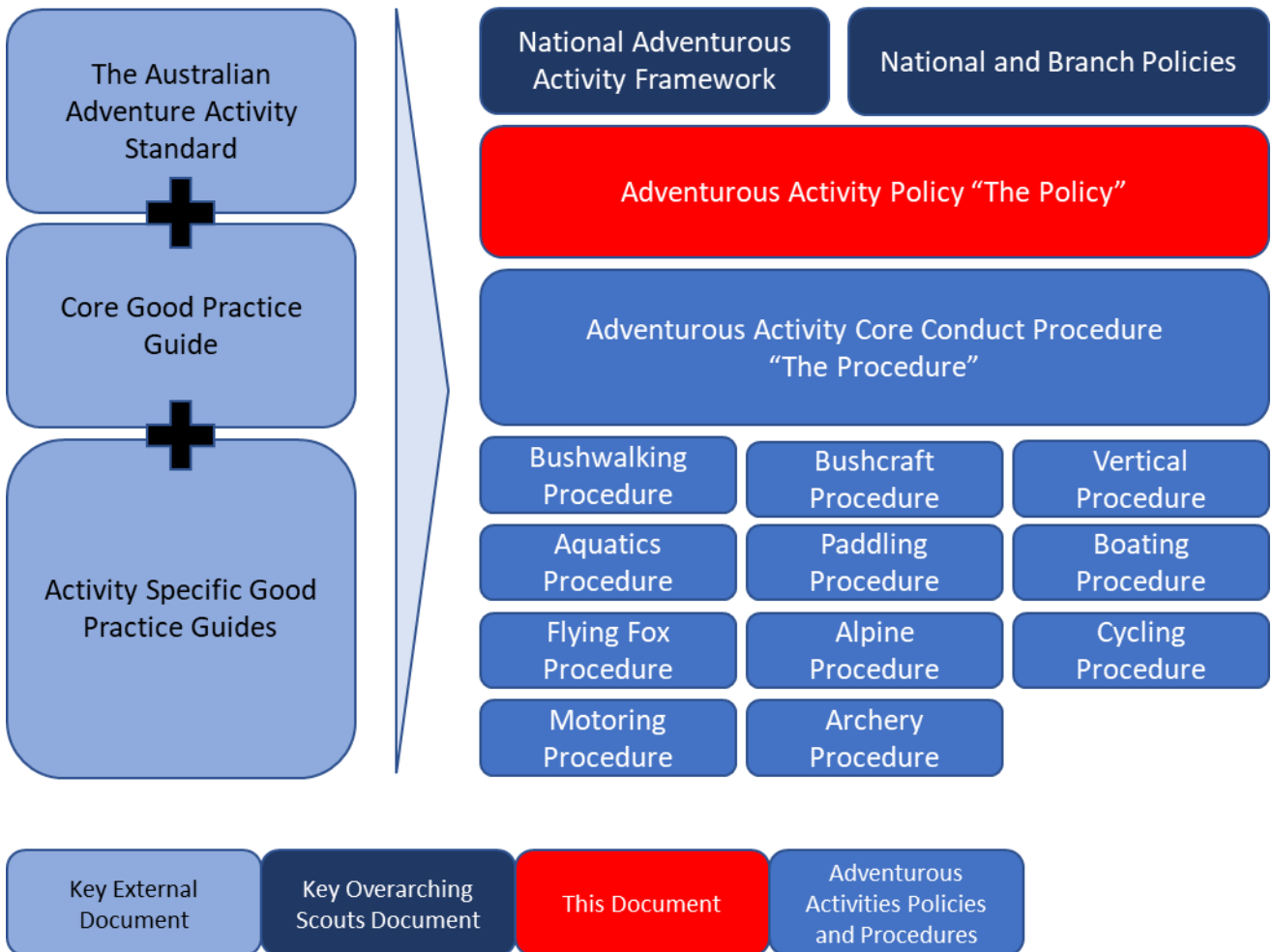
- 1.5 The following are links to key external documents:
- The *Australian Adventure Activity Standards (AAAS)*, and *Good Practice Guides (GPG)* can be accessed here: <https://australianaas.org.au/>
 - The *National Adventurous Activities Framework (NAAF)* can be accessed here: <https://scouts.com.au/wp-content/uploads/2020/12/NAAF-National-Adventurous-Activities-Framework-v10-Release-Dec-2020.pdf>
 - The various National and NSW Branch risk management policies can be accessed here: <https://scouts.com.au/wp-content/uploads/2020/12/Scouts-Australia-Risk-Management-Policy.pdf> and <https://www.nsw.scouts.com.au/wp-content/uploads/2020/09/National-Risk-Management-Policy-and-Framework-MAGPIE3.pdf>
 - The various National and NSW Branch WHS policies can be accessed here: <https://www.nsw.scouts.com.au/wp-content/uploads/2018/07/2017-NOVEMBER->

[National-WHS-Policy-5.2.docx](#) and <https://www.nsw.scouts.com.au/wp-content/uploads/PDFs/WHS/PRO18%20WHS%20Risk%20Management%20v%201.0.pdf>

- **National Policy and Rules** can be accessed here: <https://scouts.com.au/wp-content/uploads/2021/07/POLICY-AND-RULES-2020-10th-Edition-Revised-July-2021.pdf>
- **NSW Branch Organisation and Information Handbook** can be accessed here: https://www.nsw.scouts.com.au/wp-content/uploads/2020/10/ScoutsNSW_OrganisationAndInformationHandbook_29072021v6.pdf

Procedure Architecture

1.6 The following diagram outlines the various Standards, Guides, Policies and Procedures which govern **AA** in NSW.



Formatting Standards

- 1.7 Link or reference to an external document: *External Document*
- 1.8 Defined term that is defined in either the *Glossary* or in the text: **Defined Term**
- 1.9 Another Section in this document: *Another Section*

2 Introduction

- 2.1 Scouting is an outdoor education organisation. **Adventurous Activities (AA)** are part of the Youth Program. **The Policy** and associated Procedures provide the guidance for the delivery of a high-quality, safe, and effective **AA Program** to all members of Scouts NSW.
- 2.2 **AA** within NSW will be delivered in line with the *Australian Adventure Activity Standards (AAAS)* and the *National Adventure Activities Framework (NAAF)*. **The Policy** should be read in conjunction with the *NAAF* and the *AAAS*.
- 2.3 Compliance with **The Policy** when conducting **AA** is mandatory for all members of Scouts NSW. Individual and specific exemption can be given in writing by the Chief Commissioner or their authorised delegate.
- 2.4 Individual Region, District, or Group procedures, standards, guidelines and practices which overlap in any way with **The Policy** and associated procedures are prohibited.

3 Management of Risk

Risk Management

- 3.1 Hazards and risks associated with:
 - all elements in delivering an **AA Program**,
 - developing and maintaining an **AA Leader Capability** to deliver that program, and
 - in the planning, preparation, review, approval, and delivery of specific **AA**,
 are managed in accordance with the *National Risk Management Policy* and the *National Workplace Health and Safety Policy*.

Risk Management Requirements

- 3.2 **State Commissioner Adventurous Activities (SC(AdvAct))** will develop, maintain and review a risk management plan for the delivery of **AA** within NSW in conjunction with both the **State Adventurous Activity Council (SAAC)** and the **Deputy Chief Commissioner (Program, Youth Safety & Support)**. This risk management plan will inform elements of **The Policy** such as:
 - the qualifications required to lead and approve activities,

- the level of documentation required for certain activities, and
 - where additional Procedures or **Practice Guides** and **Practice Notes** are required to guide conduct.
- 3.3 All **AA** must have an **Activity Risk Assessment** which must be developed in accordance with *PRO75 Adventurous Activities – Core Conduct Procedure* including:
- utilising **Standard Risk Assessments**,
 - obtaining review and approval prior to the activity; and
 - briefing and adjusting prior to and during activity conduct with all leaders and participants of an activity.
- 3.4 A **Standard Risk Assessment**, based on the 5x5 risk template, will be developed for each activity discipline by the **State Adventurous Activity Council** or a **Discipline Activity Council** and will be updated by that council based on changes to laws, regulations, policies, analysis or incidents and accidents and leading practice obtained from peak outdoor bodies within Australia.
- 3.5 Detail on how risk management is applied in the planning and conduct of **Adventurous Activities** is included in the *PRO75 Adventurous Activities – Core Conduct Procedure*.

Incident Reporting

- 3.6 All incidents will be reported as per Scouts NSW *PRO15 Incident Reporting and Analysis* and *PRO75 Adventurous Activities – Core Conduct Procedure* which provides further detail.

4 Planning

Activity Program Planning

- 4.1 **SC(AdvAct)** is responsible with the **SAAC** for Developing and maintaining a comprehensive **AA Program** that:
- Meets the objectives of the Youth Program
 - Provides equal opportunity to youth members from all Regions
 - Is safe and complies with all legislation, regulation, standards, policies, procedures and guides
 - Addresses varying needs of different Scout Sections
 - Supports Youth progression through the OAS framework
 - Has breadth across all OAS disciplines and other outdoor pursuits including, but not exclusively, archery, flying fox, fishing, and motoring
 - Supports the delivery of further activity disciplines and delivery of activities at levels beyond that supported by Scouts NSW, through commercial parties

- Supports the development of member skills and experience to allow progression on Scout Skills and Vocational Education and Training (VET) pathways. Specifically, supports the development of **Assistant Guides**, **Guides** and **Activity Specialists**
- Supports the *National Diversity and Inclusion Standard* making **Reasonable Adjustment** to allow all participants to participate safely and productively, wherever practical

4.2 All **AA** on the **AA Program** will be published on the NSW Branch website and will be open to all members in NSW who meet the participation requirements. Participation requirements could include capability, qualification, numbers, diversity or cultural considerations.

4.3 **Regional Commissioners Activities (RC(Act))** will be members of the **SAAC**.

Capability Planning

4.4 **SC(AdvAct)** is responsible with The **State Commissioner Adult Training and Development (SC(ATD))** and the **State Commissioner for Vocational Education and Training (SC(VET))** to develop an **AA Leader Capability** to support the **AA Program** that:

- Has a composition that reflects the membership of Scouts NSW, and specifically has a balance of age and gender.
- Is sufficient to deliver the **AA Program**.
- Provides a pathway for members to progress as they develop their skills and capabilities.
- Follows the pathways laid out in the *NAAF*.

4.5 Further detail of the capability is outlined in the *Leadership* section.

Activity Plans

4.6 **AA** will have an **Activity Plan**. Details of the development, review, approval and use of the **Activity Plan** is included in *PRO75 Adventurous Activities – Core Conduct Procedure*. **Activity Plan** content may vary but should include:

- Purpose – The reason for the activity and what is the educational purpose
- Location – where will the activity take place and how the conditions are suitable
- Emergency – how will emergencies will be managed
- Risk – Details of the risks involved and how will they will be managed
- Participants –Participant details and why the activity will be relevant to them
- Equipment and Logistics – items required to support the activity and that need to be organised
- Leaders – Attending leaders and their qualifications and currency
- Contingency – Plans in case things do not go well

- Budget – what the budget allowance is for the activity

4.7 Activity planning should consider cultural, historical, and environmental values in the environments where we deliver activities, recognise the rights and feelings of others and ensure **AA** conduct is environmentally sustainable.

Emergency Management Planning

4.8 All **Activity Plans** must include emergency planning. Emergency planning should consider likely emergencies and how these will be handled during an activity. Emergency plans must be:

- Specific for an activity and document the steps and processes
- Briefed to participants prior to the activity
- Shared with the **Emergency Contact**, any applicable landowners and emergency services and the **Responsible Leadership** for an activity
- Reviewed as part of the activity approval process

4.9 Specific information on emergency planning is included in *PRO75 Adventurous Activities – Core Conduct Procedure*.

4.10 All emergency plans will utilise the *Overdue Notification Procedure*. This procedure will be tested annually.

4.11 A **Current InProgress Activity Report** will be available to the:

- Chief Commissioner (CC) and delegates,
- **SC(AdvAct)**
- Regional Commissioners (RCs)
- **RC(Act)s**
- **SL(Act)s**

4.12 This report will include details of all activities planned or underway in the State. This report will be populated from data logged in the Folio **Approval and Notification System (ANS)** or other system. **SC(AdvAct)** may determine that an activity will be excluded from the report.

Activity Leader Documentation

4.13 **AA Leaders** will have access to all materials necessary to plan an activity. This may include:

- **Standard Risk Assessments** applicable for their activity
- **Practice Guides** and **Practice Notes** applicable for their activity
- Previous **Activity Plans**, **Activity Risk Assessments** and document sets for similar activities

4.14 This will be made available in a NSW Branch online repository.

5 Participants

Dependant Participants

- 5.1 **Dependant Participants** are participants who have little or no experience in the activity. They are owed a duty of care from Scouts NSW and are reliant on the **AA Leader** and supporting Leaders for supervision, guidance, or instruction to support their participant on an activity. Many adults may be **Dependant Participants** as they are not trained. All participants, regardless of their experience, under the age of 18 are **Dependant Participants**
- 5.2 Rover and Leader parties where all members of the party have sufficient skills and experience to make informed decisions on their personal safety and capability to take any required actions necessary to maintain their safety are considered **Independent Participants**.
- 5.3 Specific participation and supervision requirements are detailed in *PRO75 Adventurous Activities – Core Conduct Procedure* and specific discipline Procedures.

Participant Considerations

- 5.4 When planning and conducting **AA**, **AA Leaders** must:
- Take steps to understand the capabilities and needs of each individual participant including any needs that might require a **Reasonable Adjustment** to be made to the activity
 - Communicate activity information to the participants and their parents / guardians / caregivers where applicable with sufficient time for them to absorb and ask questions
 - Provide sufficient detail to parents and guardians of Youth participants such that informed consent may be provided. This may include providing an **Activity Plan** and the **Activity Risk Assessment** to allow informed consent
 - Obtain consent for all participants at least 24 hours prior to activity commencement where no cancellation penalty applies or before the time that a cancellation penalty would apply, whichever is sooner
 - Comply with all laws, regulations, Scouts Australia and Scouts NSW Policies and Procedures on child safety, medication, privacy, discrimination, allergy and anaphylaxis safety. These are detailed in *Scouts NSW Organisation and Information Handbook*.
 - Where they exist, booking systems should be used to manage applications and participant number restrictions
 - To encourage broader participation in **AA** across Groups, Districts and Regions, **Adventurous Activity Leaders** are required to make places available on their activities to members who do not have the same level of opportunity as exists in their Group, District or Region. A permitted exception could be where there is a public health order in place.

- All Region and District activities will be included on the State **AA** calendar.

5.5 *PRO75 Adventurous Activities – Core Conduct Procedure* provides further detail on participants including obtaining consent, expectations or participants, and exclusions.

6 Environment

6.1 **AA** must be planned considering the environment in which they will be delivered. **AA Leaders** specifically should:

- Consider the impact that weather and possible deteriorating conditions, geography, sun safety, flora and fauna and severe conditions such as bushfire or flood will have on the activity.
- Develop appropriate **Triggers** and contingencies where conditions may deteriorate to the point where an activity is no longer safe and what actions should be then taken. A **Trigger** is defined in terms of a measurable or objective criteria, for example wind speed might be a **Trigger** for a boating activity.
- Apply appropriate environment protection protocols.

6.2 **Approvers** of **AA** should consider the environment, condition changes and **Triggers** when approving **AA**.

6.3 Detail is provided in *PRO75 Adventurous Activities – Core Conduct Procedure*.

7 Equipment and Logistics

7.1 Planning for **AA** must consider equipment and logistics requirements and these should be detailed in an **Activity Plan**. Communications and navigation equipment must be suitable for the activity including consideration of the risks, hazards and how remote the activity location is. Further considerations include water, food, transportation, and emergency equipment. Refer to *PRO75 Adventurous Activities – Core Conduct Procedure*.

7.2 NSW Branch may purchase activity equipment. Equipment purchases must consider any **Practice Guidance** amongst other considerations. **SL(Act)s** are responsible for the management of NSW Branch activity equipment purchased or acquired for their specific discipline.

7.3 Any NSW Branch owned activity equipment is to be used and maintained in accordance with the manufacturers recommendations and must meet recognised standards where such standards exist. Where the operating manual is no longer available, **AA Leaders** are to seek advice from the relevant **SL(Act)s** regarding appropriate maintenance. A log of equipment use and condition must be maintained for all Personal Protective Equipment (PPE).

7.4 Requirements regarding acquisition of new and second-hand equipment and disposal, logging equipment purchase, use and disposal are outlined in Scouts NSW *WHS Procedure 30 Machinery and Equipment Safety* and must be followed by all **AA Leaders**.

8 Leadership

Roles and Responsibilities

- 8.1 Control of all **AA** is vested in the Chief Commissioner. Authority for the control of these activities is delegated to the **State Commissioner Adventurous Activities (SC(AdvAct))** who may further delegate to **Regional Commissioners Activities (RC(Act))** or **State Leaders Activities (SL(Act))**.
- 8.2 **State Commissioner Adventurous Activities (SC(AdvAct))** – The **SC(AdvAct)** is responsible and accountable for the coordination and delivery of **AA** state-wide. The **SC(AdvAct)** is expected to hold a Diploma in Outdoor Leadership or hold a Certificate IV in outdoor leadership and achieve the Diploma in Outdoor Leadership within 6 months of assuming the role. The **SC(AdvAct)** is responsible for:
- Maintenance of **AA** Policies, Procedures and Practice Guides within NSW.
 - Promulgation of any urgent **Practice Notes** within NSW.
 - Training of **AA Leaders, Activity Guides**, and other leaders as per the **NAAF**.
 - Appointing NSW activity **Guides, Assistant Guides**, and **Activity Specialists** as per the **NAAF**.
 - With the **RC(Act)s** and the **SL(Act)s**, delivery of a vibrant, challenging, educational, and safe **AA Program** across NSW regardless of Region boundaries.
 - Chairs the **State Adventurous Activities Council (SAAC)**.
- 8.3 **Regional Commissioner Activities (RC(Act))** – The **RC(Act)** is responsible and accountable for the safe delivery of **AA** supporting the **AA Program** within a Region. The **RC(Act)** reports to the Region Commissioner and is responsive to the **SC(AdvAct)**. **RC(Act)s** are expected to hold a Certificate IV in Outdoor Leadership or hold a Certificate III in outdoor leadership and achieve a Certificate IV in Outdoor Leadership within 6 months of assuming the role.
- 8.4 **State Leader Activities (SL(Act))** – Reports to the **SC(AdvAct)**. **SL(Act)s** are expected to hold a Certificate IV in Outdoor Leadership or hold a Certificate III in outdoor leadership and achieve a Certificate IV in Outdoor Leadership (or an equivalent) within 6 months of assuming the role. The **SL(Act)** is responsible for:
- the provision of activities and training as delegated by the **SC(AdvAct)** within a specific discipline across NSW,
 - the maintenance of **Practice Guides** for that discipline and drafting **Practice Notes** where required,
 - any activity equipment required for that activity owned by NSW Branch,
 - chairing a specific **Discipline Activity Council**.
- 8.5 **Adventurous Activity Leader** – Any adult or youth member of Scouts NSW whose role is to plan, coordinate or deliver an **AA**. This person will hold recognised adventurous activity

skills and qualifications. This role is identical to the Activity Leader role in the [NAAF](#) and the [AAAS](#). The **AA Leader** is responsible for:

- Planning the activity including developing an **Activity Plan**
- Developing a suitable **Activity Risk Assessment** for the activity
- Obtaining review and approval for the activity
- Briefing activity participants prior to commencement of the activity
- Conducting the activity as per Policies, Procedures, **Practice Guides** and **Practice Notes**
- Carrying out and documenting a review of the activity after its completion

8.6 **Adventurous Activity Guide (AAG)** – an adult member of Scouts NSW who:

- holds the units stipulated in the [NAAF](#) and preferably, a Certificate III in Outdoor Leadership (until July 2022 a Certificate III in Outdoor Recreation is equivalent),
- has a Certificate of Adult Appointment or holds an appointment as a Rover
- possesses a capability to mentor and motivate youth members
- is appointed as a NSW **Activity Guide** by the **SC(AdvAct)**
- directly controls certain higher risk activities

In addition to delivering **AA**, an **AAG** is expected to:

- Mentor youth members and **Adventurous Activity Assistant Guides** and follow the Scouting Method when delivering activities.
- Abide by all National and NSW Policies and Procedures including especially, **The Policy, [PRO75 Adventurous Activities – Core Conduct Procedure](#)**, and supporting discipline Procedures and Guides.
- Maintain skills currency in disciplines for which they are an **AAG** including attendance at mandatory annual safety and rescue workshops and maintaining First Aid qualifications. Maintains a comprehensive **Personal Logbook**.
- Maintain a physical capability and fitness sufficient to self-rescue and rescue any **Dependant** participant in their care.
- Assist in the delivery of the **AA Program** including helping deliver Region and State **AA**.
- Provide an environment where Youth members feel safe, that they can contribute, can learn, can lead, and can obtain an enjoyable experience.
- Helps deliver Scouting Adventure training to adults under the direction of an **Assistant Leader Trainer (ALT)**.
- Contribute to the overall community and become part of a **Discipline Activity Team** and potentially, a **Discipline Activity Council**.

8.7 **Adventurous Activity Assistant Guide (AAAG)** – an adult or youth member who is progressing on a journey to become a Guide. Holds the units stipulated in the [NAAF](#) and

preferably, a Cert II in Outdoor Recreation and who has sound leadership skills. Appointed by **SC(AdvAct)**, acts as an **Adventurous Activity Leader** under the **Direct**, or **In-Direct Supervision** of an **AAG** where appropriate. An **AAAG** will be paired with a mentor **AAG** to assist in their development.

- 8.8 **Emeritus Guide** – a leader who has previously held **AAG** or higher appointment. They are not able to maintain the requirements for an **AAG** but do have sound leadership and activity knowledge. They are able to assist in running activities and mentoring Youth and Guides and can act as a **Subject Matter Expert** in **The Procedure**.
- 8.9 **Adventurous Activity ALT (AA ALT)** – An **AAG** who is also an **Assistant Leader Trainer (ALT)**. They would hold at least a Certificate IV in Outdoor Leadership and meet the requirements stipulated in the **NAAF**. They may hold **Activity Specialist** levels on several activity areas. Appointed by **SC(AdvAct)**. When acting in this role, reports to the **SC(AdvAct)**. Has the responsibilities of an **AAG**, as well as:
- Delivers Scouting Adventure, Guiding Adventure and other specific **AA** training to Youth and Adults as an **ALT**
 - Sits on relevant **Discipline Activity Councils** and provides direction on how activities in that discipline should run
 - Sits on the **State Adventurous Activities Council** when invited
 - Runs annual skills, safety, and rescue workshops across NSW
- 8.10 **State Adventurous Activity Council** – a council consisting of **SC(AdvAct)**, the **RC(Act)s**, the **SL(Act)s** and various **AA ALTs** to govern **AA** in NSW including especially safety. Responsible for creating and maintaining:
- The NSW **AA Program**.
 - The NSW **AA Leader Capability**.
 - **AA Policies and Procedures**.
 - Workbooks and other materials as delegated by the **NAAC**.
- 8.11 **Discipline Activity Council** – a council consisting of the **SL(Act)** for a specific discipline plus **AA ALTs** in that discipline and other **Activity Guides** with a good spread of Regional and capability coverage. Responsible for:
- Creating, maintaining, and publishing **Practice Guides** and the **Standard Risk Assessment**
 - Responsible for drafting specific **Practice Notes** on important topics
 - Reviewing incident and accident data and determining changes to policies, procedures, guides, and risks
 - Reviewing changes in equipment and techniques in the industry and determining what should be adopted by NSW
 - Liaising with colleagues from other Branches

- 8.12 **National Adventurous Activity Council (NAAC)** – a council consisting of the **SC(AdvAct)**s from each branch, National ATD and Scouts Australia Institute of Training (SAIT).
- 8.13 **Scout Activity Centres** - commercial enterprises which comply with site specific Standard Operating Procedures which may vary from those in this stipulated by **The Policy**. This includes non-commercial use by members of Scouts NSW whilst in attendance at these centres.
- 8.14 **Award Scheme** - Management of youth members participation in the Award Scheme remains the responsibility of the relevant section Leader, within the Programme. **AA Leaders** will support section leaders by providing **AA**.

Leadership on Commercially Run Activities

- 8.15 On commercially run activities the operator runs the activity. However, a Scouts NSW Leader will still be responsible for aspects under the control of Scouts NSW. This does not need to be an **AA Leader**.

Qualification and Skill Currency

- 8.16 The **NAAF** outlines and details the qualification and skill pathways for members across both Scouts Training and externally recognised qualification pathways. Skills are developed primarily through mentoring on activities rather than instruction, though in some cases, courses may be run.
- 8.17 While there are no limitations to how and where a member can receive training or gain skills, the assessment for accreditation of qualifications against the SIS - Sport, Fitness and Recreation Training Package remains the responsibility of SAIT.
- 8.18 Where **AA** skills are not within the registered scope of SAIT, the responsibility for skill recognition lies with the **SC(AdvAct)** who is the authority for the award of such **AA** qualifications, as well as the appointment of state **Guides, Assistant Guides** and **Activity ALTs**. Neither amendment nor adjustment to qualification requirements and appointments are permitted without written permission from the **SC(AdvAct)**.
- 8.19 Activity qualifications must be kept current with individual currency of competencies reviewed at least every three years primarily through a logbook review and on-activity skills reviews. Additionally, all **AA Leaders** are to maintain current First Aid qualifications included annual CPR renewal. ScoutLink will be used to track qualification currency.
- 8.20 In certain circumstances the **SC(AdvAct)** or an **RC(Act)** may place limitations on an individual's authority to run activities. Such limitations should be reviewed at least every 6 months. This allows for a tailored, and safe, development of an individual's skills and experience.
- 8.21 Competencies gained with other organisations that offer the same skill qualifications will be recognised by SAIT through a recognition or prior learning. Holders of these qualifications will need to demonstrate any additional requirements of SAIT and Scouts NSW when seeking specific appointment outcomes.

- 8.22 For complaints regarding adventurous activity qualifications within scope for SAIT, refer to **SC(VET)**.
- 8.23 For complaints regarding all other adventurous activity qualifications refer to **SC(AdvAct)**.

9 Conduct of Activities

- 9.1 *PRO75 Adventurous Activities – Conduct Procedure* outlines the standard procedures for the conduct of **Adventurous Activities** in NSW.

Prohibited Activities

- 9.2 Certain activities are prohibited for Scouts NSW Members. For information about prohibited activities, see *POL38 Prohibited Activities Policy*.

Commercial Activities

- 9.3 Activities run by persons or organisations external to Scouts NSW, typically provided for a fee, and where there is a measurable risk to participants. Refer to the *Commercial Activities Policy* for more information.

10 Glossary

- 10.1 **Activity Risk Assessment** – The specific risk assessment for an activity which is developed by adjusting the **Standard Risk Assessment** considering the context of the activity.
- 10.2 **Adventurous Activities (AA)** – a typically outdoor pursuit requiring a level of skill to engage. An activity which has inherent risks and uncontrolled hazards, usually in a natural environment. The range of activities that are covered by **The Policy** and related procedures are based on the OAS areas in the Program as well as, but not exclusively, Archery, Flying Fox, Challenge Ropes and Motoring.
- 10.3 **Adventurous Activity Leader Capability** – the total set of all Leaders who have developed or are developing activity qualifications.
- 10.4 **Adventurous Activity Program** – the program of all activities above Group level in NSW. Addresses needs across all activity disciplines, Sections, Regions, and from OAS Stages 1 through 9. Communicated as a single calendar and open to participation from all members in NSW.
- 10.5 **Dependant Participant** – a person who has little or no experience in the activity and therefore depends on the **Adventurous Activity Leader** for supervision, guidance, and instruction to facilitate their safe participation in the activity. A youth member under the age of 18 is a **Dependant Participant**.
- 10.6 **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.

- 10.7 **Independent Participant** – A person with enough skills and knowledge to safely participate in an adventurous activity without dependence on an **Adventurous Activity Leader**. This person understands and acknowledges inherent risk and assumes responsibility for their own safety and welfare.
- 10.8 **Personal Activity Logbook** – 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.
- 10.9 **Practice Guide** – A collection of current leading and standard practices, approved equipment and techniques for a specific discipline which should be reviewed and applied subject to a specific activity. Is expected to be updated quarterly and is practice guidance for the conduct of adventurous activities. It may include both mandatory and suggested elements.
- 10.10 **Practice Note** – A short, typically urgent, communication on a single topic that is required guidance to all **Adventurous Activity Leaders**.
- 10.11 **Reasonable Adjustment** - 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.
- 10.12 **Responsible Leadership** – the leadership who must be notified in an emergency or overdue event or if an incident or accident occurs and who must take appropriate actions in the event of an accident, incident, or overdue situation.
- 10.13 **Standard Risk Assessment** – a risk assessment developed based on consideration of leading practice understanding of the key typical risks on a specific activity discipline. Considers what are the recommended mitigations and approaches.

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