

Permit Approver Notes

When reviewing permit applications:

- All permits must be processed via 'My Membership'
- <https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/permits/#ApproveAPermitApplication>
- Permit Approver who grants a permit must be a different person to the Adventurous Activity Assessor and Nights Away Assessor making a recommendation (ie different person than who's carried out the technical assessment).
- Don't approve a family members application.
- Check Technical Competence and Scout Association Rules have been signed off by an appropriate assessor.
- If Scout Association Rules hasn't been signed off then check the applicant's knowledge of these.
- Check the applicant has valid PVG, safety and safeguarding learning.
- Check with the applicants line manager that they are aware of the application and agree the applicant is suitable to be granted the permit.
- Grant the permit for up to 5 years with the same restrictions as the assessor has recorded, or add non-technical restrictions to this based on personal suitability. Note for restrictions we cannot change assessor restrictions, and these must remain in place.
- Any issues raise with the District Lead Volunteer, and the Lead Volunteer may decide to reject the application and explain to the applicant why.

And from the 'task list':

- Approve permits using Scouts' recognised process.
- Feedback to members detailing any restrictions placed on permits, making sure they fully understand them.
- Take away permits where volunteers haven't followed our rules and put people's safety at risk.
- Work alongside the Manager of the Activity Permit Scheme (MAPS) in carrying out an annual moderation process.
- Work with the relevant Programme Team to support nights away.