

# Completing the Adventurous Activity Notification (AAN) Form

This document explains what information is required prior to completing an Adventurous Activity Notification (AAN) via <https://rotherhamscouts.org/activity-information-form/>

## General Information

- Name of Group(s) taking part
- Section(s) that apply
- Date the activity starts and ends
- Is the event recurring, i.e. an activity/course/badge taking place over several days/weeks where the participants, venue and activity provider/permit holder is expected to remain the same? (summer kayaking course for example)
- Location of activity (this can be an address, latitude and longitude, grid reference or description of the route)

## Activity Detail

- Approximate number of young people
- Approximate number of adults
- Approximate number of distinct separate 'parties' or 'groups'
- The activity (if not listed select other)
- If applicable what classification of terrain/waters the activity is taking place
  - Land activities:
    - **Terrain 0**
- is below 500 metres above sea level; and
- is within 30 minutes travelling time from a road which can take an ordinary roadgoing ambulance or a building which is occupied (such as a farm) or another means of summoning help (such as a telephone box); and
- contains no element of mountainous steep ground (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)

or:

- Is a road, or path adjacent to a road, on which you would expect to see traffic.
  - **Terrain 1**
- is below 800 metres but more than 500 metres above sea level or;
- is more than 30 minutes but less than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of calling help (such as a telephone box).

and

- contains no element of mountainous steep ground (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)

and

- Is not a road, or path adjacent to a road, on which you would expect to see traffic.

and

- Is not Terrain Two as defined by Rule 9.30
  - **Terrain 2**
  - is over 800 metres above sea level or;
  - lies more than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of calling help (such as a telephone box), or:

- contains an element of mountainous steep ground (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This excludes climbing activities but may include areas where ropes are used for confidence and security.)

## Mersey Weaver - June 2020

and

- Is not a road, or path adjacent to a road, on which you would expect to see traffic.
- **Specialist Terrain** - When in terrain or using skills that have not been assessed for a terrain 2 hillwalking or a climbing permit (such as glaciers, scrambling, via ferrata), then specific approval is required for the activity from the responsible Commissioner based on advice from someone with knowledge and experience of the activity. Specific approval is in addition to the holding of a terrain 2 hillwalking or climbing permit.
- Water activities
  - **Class C** - safe inland waters which are less than 100m wide where flow causes little effect (including swimming pools);
  - **Class B1** - sheltered inland waters and other sheltered water where currents and tides create no real danger;
  - **Class B2** - the sea up to one mile from the shore, but excluding more dangerous waters close inshore; more sheltered parts of estuaries; large inland lakes and lochs; inland waters British Canoe Union Grade 2;
  - **Class B3** - the sea up to three miles from the shore, but excluding more dangerous waters close inshore; busy commercial ports, exposed parts of estuaries; inland waters British Canoe Union Grade 3;
  - **Class A** - open sea more than three miles from the shore, and other dangerous waters close inshore; inland waters British Canoe Union Grade 4 and above.
- If applicable for the activity, confirmation that an additional notification to HQ has been submitted.
- If a shooting activity, confirmation that parental permission has been sought and that each young person taking part is not excluded under the Firearms Act 1968 – Section 21.
- Whether the activity is being run by someone inside or outside of Scouting.

## Internal / External Activity Detail

- Name of the person leading the event/activity
- If a member of the Scout Association, their membership number
- Their phone number
- Their email address
- If an internal activity and applicable, Names and Membership Numbers for any permit holders. (this can be typed or uploaded as a spreadsheet or PDF. Please use a decipherable file name e.g." yymmdd 1st Halton Climbing permit holders.pdf")
- If an external activity ○ The name of the provider/company
  - Their contact details ○ Relevant qualifications ○ Do they have AALA or Adventure Mark Accreditation?
  - Do they have public liability insurance?
  - Will parents be required to sign any waivers?

## Planning and Approval Checklist

- Your InTouch process (<http://members.scouts.org.uk/FS120075>) ○ This should consider:
  - How Leaders will communicate with one another?
  - How Leaders and parents will communicate?
  - How participants and parents will communicate? ○ It is no longer a requirement to use a Home Contact. However, if you choose to use one they must have a valid DBS and it is best practice that they are not a relative of anyone on the activity. As the individual will be handling personal and sensitive information please also ensure they have completed the Scout GDPR training.
- A copy of the risk assessment for the activity submitted either as word, excel, pdf document (Please use a decipherable file name e.g." yyyymmdd 1st Halton Cubs Climbing RA.pdf")
- Declare that, "I will ensure that all hazards and the steps required to mitigate them are sufficiently communicated to both the adults and young people involved in the activity."
- Declare that, "I will ensure all equipment used fits the participants and is suitable for the activity."

- Declare that, "I can confirm that the GSL, DESC or ASU Manager is aware of this event taking place."

If requested, a copy of the form will be sent to you by email. In case you need to return to the form, and have only partially completed your entry, your progress is saved.