

So you fancy teaching canoeing and/or Kayaking?

To teach anything within scouting you need a permit (a scouting based assessment) these can be gained by following the simple information in this document.

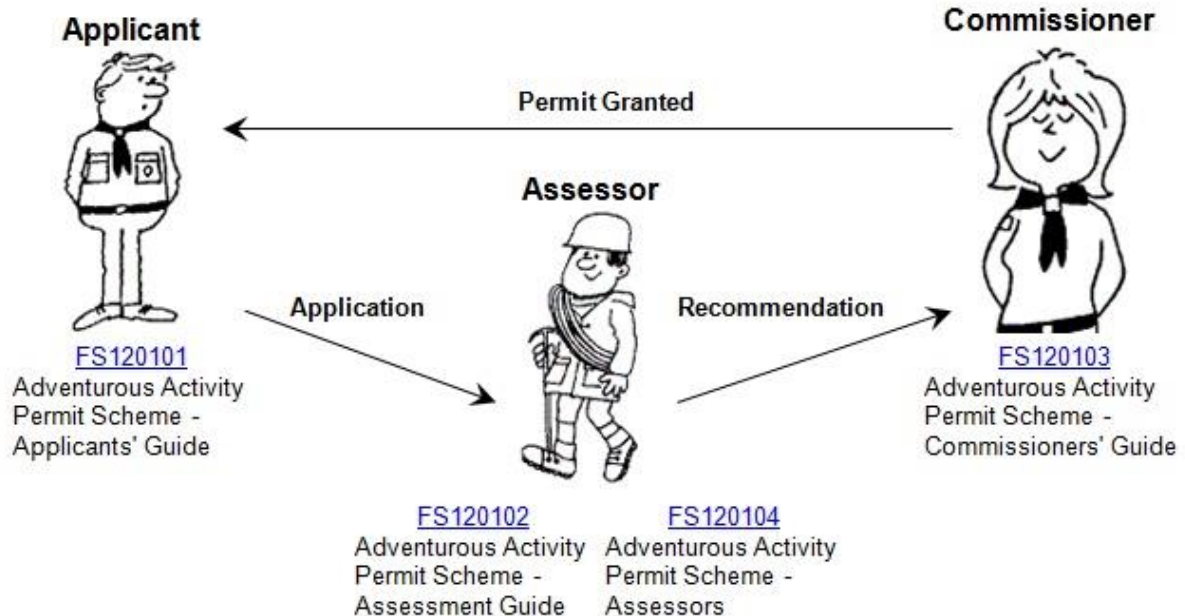
In the Scout association permit scheme, Canoeing and kayaking are different activities there for you will need a permit for each, even if you are running a mixed boat session.

If you are already a competent paddler it's even easier then you thought. Firstly, you need to apply for your permit, to apply, you need to fill in an application form, and this can be found at: <http://members.scouts.org.uk/activitypermitapplication>

But just before you do, please read the rest of the page about all the other information about becoming an instructor.

Other documents you will find helpful are:

- Adventurous activity permit scheme - applicants' guide can be found here: <https://members.scouts.org.uk/FS120101>
- Adventurous activity permit scheme - assessment guide can be found here: <https://members.scouts.org.uk/FS120102>
- You will need to fill in a water activities log book, this can be found here: https://members.scouts.org.uk/documents/activities/water_log.doc



Types of permits

There are three levels of permit available; personal, leadership, supervisory:

Permit	Age Restrictions	Allows	Doesn't Allow	Useful For
Personal	Maximum age 17, no minimum age.	Taking part in the activity with others who hold personal permits.	Leading the activity for anyone without a permit.	Allowing young people to progress in an activity by practising with their peers.
Leadership	No maximum or minimum age.	Leading the activity for a group of young people while remaining with them.	Remotely supervising an activity or working with multiple groups.	Introducing and training young people in an activity by working directly with them.
Supervisory	No maximum or minimum age.	Remotely supervising an activity for multiple groups.	Approving groups to take part in the activity without remotely supervising them.	Developing young people by giving them opportunities for supervised responsibility.

What is assessed?

There are four areas assessed to gain a permit:

- 1 Technical Competence** – This looks at the specific technical skills required to run the activity. It is usually assessed through a practical assessment although other evidence such as logged experience and other qualifications held can help as well. There is an assessment checklist for each activity listing the skills that will be assessed. The assessment checklist for canoeing can be found here: <https://members.scouts.org.uk/ac120902>
- 2 Scout Association Rules** – This checks whether the applicant is aware of the activity Rules and how they affect the activity within Scouting.
- 3 Safeguarding** (not for applicants who are under 18) – This will be carried out by the Commissioner or their nominee and ensures that the necessary personal enquiry checks have been carried out and the appropriate safeguarding training (module 1) has taken place.
- 4 Personal Suitability** – This is to check the applicant is suitable (in terms of attitude, health for the activity involved etc) to be leading an adventurous activity for young people.



Information you need to know for running activities:

- AN Forms
Before you run an activity, you have to complete the district AN form (activity notification form) this is then sent to your groups GSL (Group Scout Leader), The DC (District Commissioner) or DESC (District Explorer Scout Commissioner) is responsible for approving all activities for Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts.
- The InTouch system
A brief synopsis- when out on an activity you need have somebody who at 'Home' who can contact parents or next of kin for you, or that parents can contact them instead of you, so you can concentrate with the situation. Full details can be found at: <http://members.scouts.org.uk/FS120075>
- Risk Assessments
All activities need a risk assessment written beforehand. More information can be found at : <http://members.scouts.org.uk/fs120000>
- Emergency procedures
In an emergency, you need to know how to deal with it according to the Scout procedure, more information can be found here:
<https://members.scouts.org.uk/por9.5>
- DBS & First aid
If you are applying for a permit, you will also need to be DBS cleared and it is recommended that you have current first aid qualifications. This is not mandated at national level, but a qualified first aider must be present at the activity. Some districts mandate the first aid requirements.

Boat and canoe registration and inspection scheme

It is important that all craft used by The Scout Association must be inspected to make sure that it is fit for purpose and suitable for the activity on each occasion it is used. It is the responsibility of the permit holder or activity leader to make sure craft and associated equipment are properly checked and maintained.



Identification and monitoring

All boats operated owned or operated by members on behalf of The Scout Association must have a unique identifier. This could be in the form of a sticker available from the scout shop : <http://shop.scouts.org.uk/p-4449-registered-craft-stickers.aspx>

Damaged equipment

If anything is damaged or not fit for use then it should be clearly marked and not used on this occasion. Once a repair is done then the equipment must be checked again, this may require getting someone else to check or advise before putting the item back into use.

Checking equipment

It is important that all boats are checked and repaired as necessary. It is the responsibility of the permit holder or activity leader to ensure all equipment is suitable for use but the process may also include others. Frequency of checking will vary dependent on the equipment and its use. Some checks include - Visual check, Internal and external inspection, Absorption test, Swamp / saturation test

Associated equipment

This would include paddles, spray decks, buoyancy aids, Life jackets, hard hats, oars, anchors, engines, air horns, repair kit, fire extinguishers, etc., and should be made available for inspection. They should be in date where appropriate and inspected in accordance with manufacturers recommendations or as per Scout Association factsheets where applicable.

Full information can be found here: <https://members.scouts.org.uk/fs120627>

Buoyancy aids (BA's)

Choosing the right equipment

The activity leader is responsible for choosing an appropriate personal floatation device for the participants taking part in the session.

A buoyancy aid is designed to assist a conscious person when in the water and so is suitable for most activities where the risk of being knocked unconscious is relatively low.

Size – these items come in a range of sizes, it is important to have the right equipment available for the participants. If the garment is too loose then it may be ineffective if the person enters the water and likewise if the item is too small then it may not be able to be secured properly onto the participant. Having a range of sizes is always good if delivering to diverse groups.

Style – again the style can vary, with some products being designed to provide impact protection for activities such as water skiing and PWC, some which are designed to give more freedom for movement around the arms etc. Choose wisely and if you are going to use the item for multiple activities there are products on the market which also cater for this.

Checking equipment

It is important that all lifejackets or buoyancy aids are tested and repaired as necessary. Buoyancy aids and lifejackets should be inspected along with the other water activity equipment. It is the responsibility of the permit holder or activity leader to ensure all equipment is suitable for use.

This should be done in conjunction with following the manufacturer’s guidance for storage and maintenance.

Checks can be varied but should include the following:

- Is the material in good order, no tears etc?
- Are all straps and buckles in working order?
- Is the floatation aid (foam etc) within the device in good order, this can be checked by feel or a more formal weight test see next page

Full information can be found here: <http://members.scouts.org.uk/fs120603>

Floatation test

It is important that annually buoyancy aids go through the floatation test,

To do this you need to

- connect all clasps and do up all zips on the buoyancy aid
- Securely attach a thin rope (which stays in your hand at all times)
- Securely attach the required weight (see chart below)
- Buoyancy aid then is submerged in water
- Squeeze out all of the air and wait 1 minuet

If the buoyancy aid floats it has passed, if not it has failed

FAILED buoyancy aids have to be disposed of, if this cannot be done right away then it needs to be clearly labelled that it is no long in use.

PASSED buoyancy aids need to be catalogued, EG: who it belongs to (group/ district/county)

Make, colour, size, quantity

Weights for Buoyancy Aid Testing – 50N Standard

Weights can be manufactured locally using this chart.	Minimum buoyancy	Lead weight	Iron or steel weight	Cast iron weight
(If you wish to use other metal, please contact the County Water Adviser for values).	50N	5.5kg	5.7kg	5.8kg
	45N	4.9kg	5.2kg	5.2kg
	40N	4.4kg	4.6kg	4.6kg
	35N	3.8kg	4.0kg	4.1kg

Note: it is important to have the correct weight for the correct size of buoyancy aid, please check label’s carefully

Extra information on BA's (including this chart) can be found here:

<https://members.scouts.org.uk/factsheets/FS120603.pdf>

Rules on young people's swimming ability

- A)** Members taking part in any water activity (those which take place on or in the water) must be able to demonstrate to a suitable person their ability to swim 50 metres in clothing and equipment appropriate to the activity (where a buoyancy aid or life jacket is worn for the activity this may be used for the demonstration) and keep afloat for five minutes. Anyone unable to meet these requirements is classified as a non-swimmer and must follow Rule 9.42(b).
- B)** A non-swimmer may take part in water activities, at the discretion of the person in charge, only if certain precautions are taken;
- any non-swimmer must wear a lifejacket or buoyancy aid of approved design and be in the charge of an adult (this does not apply for swimming, paddling or activities near water).
 - there must be no more than one non-swimmer in any craft, unless a one-to-one ratio is maintained (one competent adult to one non-swimmer).
 - in the case of single-handed craft this should only be on C or B1 Waters (see Rule 9.44 (b)) with supervision on a one-to-one basis (one competent adult to one non-swimmer).
 - Where non-swimmers are taking part in swimming activities (as defined in Rule 9.50) they must be under the direct supervision of an adult in the water. This must not exceed two non-swimmers to one adult.