

TO: 14-24 Lead – West London District
Group Lead Volunteers – West London District
Explorer Team Leaders – West London District
CC: Trustee Board – West London District

Approval of Activities – Delegated Authority
14th February 2025

Dear all,

Policy, Organisation and Rules (rule 9.1) states that “The District Lead Volunteer is responsible for approving all activities for Squirrel Scouts, Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts. This must be by means of a system agreed between the District Lead Volunteer and each Group Lead Volunteer or District 12-24 Team Leader”.

This letter documents the delegated responsibilities for authorising activities under POR rule 9.1 in West London District and in line with **Approving Activities – Guidance for Lead Volunteers FS120015**,

1. Group Lead Volunteers are responsible for authorising all activities that take place in Squirrel, Beaver, Cub and Scout sections in their Group (with the exception of those mentioned elsewhere in this letter). Group Lead Volunteer will need to see and consider every section’s programme.

2. The 14-24 Team Leader is responsible for authorising all activities that take place in Explorer Scout Units in the District (with the exception of those mentioned elsewhere in this letter). The 14-24 Lead Volunteer will need to see and consider every Unit’s programme.

3. Where there is a meeting away from the normal meeting place, the authorisation remains with the relevant Group Lead Volunteer or the 14-24 Team Leader as appropriate, but the District Lead Volunteer should be notified via the **On-Line Form**.

4. If, in any instance, a Group Lead Volunteer or the 14-24 Team Leader is unsure whether to authorise a particular activity, they must discuss it with the District Lead Volunteer.

5. Where an activity is covered within the **Adventurous Activity Permit Scheme** and led by a member of the District holding the relevant permit, the GLV / 14-24 TL must be aware of the activity taking place on each occasion (see points 1 and 2). If you are using someone from outside the District with a permit the District Lead Volunteer must also be notified via email.

6. All **Nights Away** will be submitted via the Membership System and approved by either the District Lead Volunteer, 14-24 Team Leader, or others

West London District Scouts

Providing Scouting in the
Boroughs of Hammersmith &
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nominated by the District Lead Volunteer and holding the Nights Away Approver Accreditation.

7. All **Visits Abroad** will be approved by the District Lead Volunteer.

8. The following activities must be referred to the District Lead Volunteer **via email** who will seek appropriate advice on suitability ahead of approving the activity to take place:

- hill walking in specialist terrain (as defined by POR 9.12.7.4)
- shooting (as defined by POR 9.11.5)
- air activities (as defined by POR 9.10)
- motor sports (as defined by POR 9.12.12)

9. For activities and events involving only adults (Adult Groups in Adventurous Activities 9.8) the District Lead Volunteer must be notified of the activity taking place **via email** as per POR 9.1.2.2. Further information can be found in **Adult Groups in Activities (FS120087)**.

10. There are a number of activities not permitted within The Scout Association, and those planning activities should refer to POR 9.1.1.2 for further information.

Approval of activities will be discussed at each District Leadership Team meeting to ensure that everyone is comfortable with the process outlined above and applying consistency, also providing an opportunity for the system to be reviewed and amended as appropriate.

If you have any questions, please do not hesitate to contact me.

Yours sincerely,



Chris Allen
District Lead Volunteer – West London