

## SAFE SCOUTING PRESENTATION

**Guide to Safe Scouting – sold in Scout Shop or find online (latest version sold is 2014 – online it is updated weekly or monthly)**


Annual Motor Vehicle Checklist

Meeting Place Inspection Checklist

<http://www.scouting.org/filestore/pdf/mpinsp.pdf>

Tour and Activity Plan

Incident Reports

Incident Descriptions and Definitions, Reporting Instructions 

Service Project Planning Guidelines

Age Guidelines for Tool Use and work at Elevations or Excavations

Campout Safety Checklist

Event Safety Checklist

Age-Appropriate Guidelines for Scouting Activities

**Cub Scout Leader Book (CSLB)–Use this as a training and reference guide regularly (not just for safety).**

Pp 65-67 Youth Protection

Leader's Role in YP

BSA YP Policies

Reporting Suspected Abuse

YP Training for Adults and Youth

Also go to: [http://www.scouting.org/filestore/pdf/680-677\\_WEB.pdf](http://www.scouting.org/filestore/pdf/680-677_WEB.pdf)

Pp 91-92 - Insurance and Unit Assets

Comprehensive General Liability Insurance

Automobile Liability Insurance

Accident and Sickness Coverage

Den and Pack Equipment

Pp 118-120

Staying Safe

Tour and Activity Plans

Tips for Trips and Outings

Outings and Field Trips

Pp124-133 Health, Safety, and First Aid

Guide to Safe Scouting

Annual Health and Medical Record

Teaching Health and Fitness and Safety Awareness

Emergency Procedures

First Aid

Tips for Transportation Safety

Tips for Weather Safety

Tips for Hiking Safety

Tips for Water Safety

Climbing/Rappelling Safety

Knife Safety

Bicycle, Skating, Safety

Cub Scout Shooting Sports

Pp 140-147 - Camping Health and Safety

## What Ifs:

Leaders who bring children to meetings, field trips, etc. – Liability can be an issue. See specific information under pp 91-92 in CSLB. Problems can arise when leadership is two deep and the distraction of a leader's children (non-Scouters) may call them away or make it necessary to leave, no longer providing two-deep leadership.

When a Den leader has to leave in the middle of activity, it is best to find a replacement or dismiss all Cubs. If there is a chance that a leader needs to leave during any activity, plan to have a third leader on hand or can be on call to join immediately.

Think about "what if" situations that could occur during your Cub activities. Inspect your meeting areas, inform parents, review proper and approved tools, situations, etc to make sure you know what is ok to do and what to do "if" something happens. Do your best.

## Permission Slips:

Use any time you meet outside of your regular meeting place.

Online link for Activity Consent Form and Approval by Parents or Legal Guardian

<http://www.scouting.org/filestore/pdf/19-673.pdf>

BSA's Health and Safety leader, Richard Bournon, speaking of permission forms:

"This form is **recommended** for unit use to obtain approval and consent for Tiger Cubs, Cub Scouts, Webelos Scouts, Boy Scouts, Varsity Scouts, Venturers, and guests (if applicable) **under 21 years of age** to participate in a den, pack, team, troop, or crew trip, expedition, or activity. This form is **required** for use with flying plans and should be attached to the flying plan application."

On Scouting.org: Required for BSA aviation flights and recommended for all activities.

**Medical/Health Forms:** All Cub Scouts should have parents fill out and turn in the BSA Health form annually – Only parts A&B are necessary. (Scouts going on overnights for more than 72 hours should fill out Part C with physician). Leaders should review these regularly to be aware of medical issues and have them on hand when on field trips. Medical forms should never be shared electronically (via email etc) as it violates privacy guidelines. Parents should submit paper hard copies to leaders.

## Tour Plans: Paper copy OR online PDF to download OR fill out form at MyScouting.Scouting.org

- Login to [myscouting.scouting.org](http://myscouting.scouting.org)
- Under "Unit Tools" click on Tour and Activity Plan – Review Tour and Activity Plan User Instructions

## Note:

- Those driving must have the proper vehicle insurance coverage as outlined in tour plan.
- Leaders must have Youth Protection and Hazardous Weather training up to date.
- At least one leader must be listed as the leader in charge
- File (send a copy to) tour plans with your COR (Bishopric member over Scouting) for all activities that meet outside of your regular meeting place. If you use the form at [myscouting.scouting.org](http://myscouting.scouting.org) – it will automatically send a copy to your COR, Committee Chair and Cubmaster.
- If you go swimming as a unit, file a tour plan with the Council too.
- Be safe and be prepared and provide yourself and your unit with a possible \$5 million back up coverage by filling out a tour plan. Who wouldn't want that?

## Times when a tour and activity plan must be submitted for council review include the following:

- Trips of 500 miles or more (round trip); or
- Trips outside of council borders (exception: not to your council-owned property); or

- Trips to Florida Sea Base, Northern Tier, Philmont Scout Ranch, Summit Bechtel Reserve (**you will be asked to present a copy of your tour and activity plan upon arrival**), national Scout jamboree, National Order of the Arrow Conference, or a regionally sponsored event; or
- When conducting any of the following activities outside of council or district events:
  - Aquatics activities (swimming, boating, floating, scuba, etc.)
  - Climbing and rappelling
  - Orientation flights (process flying plan)
  - Shooting sports
- Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.); or
- At a council's request (**Contact your local council for additional guidelines or regulations concerning tour and activity plans; many have set guidelines for events or activities within council boundaries such as for Cub Scout overnight camping.**)

Regardless, the tour and activity plan is an excellent tool that should be included in preparation for all activities, even those not requiring it. It guides a tour leader through itineraries, travel arrangements, two-deep leadership, supervision qualifications, and transportation.

**Q. Why should I complete a tour and activity plan?**

**A.** The tour and activity plan is a planning tool for best practices to be prepared for safe and fun adventure. Completing the plan may not address all possible challenges, but it can help ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the adventure.

In addition, the plan helps to organize safe and appropriate transportation to and from an event, and defines driver qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants.

Please complete and submit this plan at least 21 days in advance (check with your local council) to ensure your council has enough time to review the plan and assist as necessary.

**Q. Why can't I see tour and activity plans on my MyScouting account?**

**A.** The most common reason for not seeing tour and activity plans in your MyScouting account is that your member ID is not attached to your MyScouting account profile. Please contact the National Service Desk for assistance.

A second common reason is that your registration (position code) does not support the permission for the application. The application is not available to individuals registered only as merit badge counselors, Scout parents, or Tiger Cub adult partners. Please contact your unit leadership if you would like to update your unit position.

**Q. Is planning and preparing for Hazardous Weather training required for all tours?**

**A.** Yes, it has been required for all tours since Jan. 1, 2009. It should be repeated every two years and is appropriate for not only adults, but Boy Scout-aged youth as well.

**Q. What should we use for permission from parents?**

**A.** The [Activity Consent Form and Approval by Parents or Guardian](#)  is an appropriate resource.

# The Sweet Sixteen of BSA Safety

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Few youth organizations encompass the breadth, volume, and diversity of physical activity common to Scouting, and none enjoy a better safety record. **The key to maintaining and improving this exemplary record is the conscientious and trained adult leader who is attentive to safety concerns.**

As an aid in the continuing effort to protect participants in a Scout activity, the BSA National Health and Safety Committee and the Council Services Division of the BSA National Council have developed the "Sweet Sixteen" of BSA safety procedures for physical activity. These 16 points, which embody good judgement and common sense, are applicable to all activities.

## 1. QUALIFIED SUPERVISION

Every BSA activity should be supervised by a conscientious adult who understands and knowingly accepts responsibility for the well-being and safety of the children and youth in his or her care. The supervisor should be sufficiently trained, experienced, and skilled in the activity to be confident of his/her ability to lead and to teach the necessary skills and to respond effectively in the event of an emergency. Field knowledge of all applicable BSA standards and a commitment to implement and follow BSA policies and procedures are essential parts of the supervisor's qualifications.

## 2. PHYSICAL FITNESS

For youth participants in any potentially strenuous activity, the supervisor should receive a complete health history from a health-care professional, parent, or guardian. Adult participants and youth involved in higher-risk activity (e.g., scuba) may require professional evaluation in addition to the health history. The supervisor should adjust all supervision, discipline, and protection to anticipate potential risks associated with individual health conditions. Neither youth nor adults should participate in activities for which they are unfit. To do so would place both the individual and others at risk.

## 3. BUDDY SYSTEM

The long history of the buddy system in Scouting has shown that it is always best to have at least one other person with you and aware at all times as to your circumstances and what you are doing in any outdoor or strenuous activity.

## 4. SAFE AREA OR COURSE

A key part of the supervisor's responsibility is to know the area or course for the activity and to determine that it is well-suited and free of hazards.

## 5. EQUIPMENT SELECTION AND MAINTENANCE

Most activity requires some specialized equipment. The equipment should be selected to suit the participant and the activity and to include appropriate safety and program features. The supervisor should also check equipment to determine that it is in good condition for the activity and is properly maintained while in use.

## 6. PERSONAL SAFETY EQUIPMENT

The supervisor must ensure that every participant has and uses the appropriate personal safety equipment. For example, activity afloat requires a life jacket properly worn by each participant; bikers, horseback riders, and whitewater kayakers need helmets for certain activities; skaters may need protective gear; and all need to be dressed for warmth and utility depending on the circumstances.

## 7. SAFETY PROCEDURES AND POLICIES

For most activities, there are common-sense procedures and standards that can greatly reduce the risk. These should be known and appreciated by all participants, and the supervisor must ensure compliance.

## 8. SKILL LEVEL LIMITS

There is a minimum skill level requirement for every activity, and the supervisor must identify and recognize this minimum skill level and be sure that no participants are put at risk by attempting an activity beyond their ability. A good example of skill levels in Scouting is the venerable swim test, which defines conditions for safe swimming based on individual ability.

## **9. WEATHER CHECK**

The risk factors in many outdoor activities vary substantially with weather conditions. These variables and the appropriate response should be understood and anticipated.

## **10. PLANNING**

Safe activity follows a plan that has been conscientiously developed by the experienced supervisor or other competent source. Good planning minimizes risks and also anticipates contingencies that may require emergency response or a change of plan.

## **11. COMMUNICATIONS**

The supervisor needs to be able to communicate effectively with participants as needed during the activity. Emergency communications also need to be considered in advance for any foreseeable contingencies.

## **12. PLANS AND NOTICES**

BSA tour and activity plans, council office registration, government or landowner authorization, and any similar formalities are the supervisor's responsibility when such are required. Appropriate notification should be directed to parents, enforcement authorities, landowners, and others as needed, before and after the activity.

## **13. FIRST-AID RESOURCES**

The supervisor should determine what first-aid supplies to include among the activity equipment. The level of first-aid training and skill appropriate for the activity should also be considered. An extended trek over remote terrain obviously may require more first-aid resources and capabilities than an afternoon activity in the local community. Whatever is determined to be needed should be available.

## **14. APPLICABLE LAWS**

BSA safety policies generally run parallel or go beyond legal mandates, but the supervisor should confirm and ensure compliance with all applicable regulations or statutes.

## **15. CPR RESOURCE**

Any strenuous activity or remote trek could present a cardiac emergency. Aquatics programs may involve cardiopulmonary emergencies. The BSA strongly recommends that a CPR-trained person (preferably an adult) be part of the leadership for any BSA program. Such a resource should be available for strenuous outdoor activity.

## **16. DISCIPLINE**

No supervisor is effective if he or she cannot control the activity and the individual participants. Youth must respect their leader and follow his or her direction.

Here are some links:

[http://www.scouting.org/scoutsource/HealthandSafety/incident\\_report.aspx](http://www.scouting.org/scoutsource/HealthandSafety/incident_report.aspx)

<http://www.scouting.org/filestore/HealthSafety/pdf/680-033.pdf>

Tour Plans

<http://www.scouting.org/sitecore/content/Home/HealthandSafety/TourPlanFAQ.aspx>

Scouting Safely

<http://councils.scouting.org/Home/HealthandSafety>

Youth Protection Position Statement

[http://www.scouting.org/filestore/pdf/680-677\\_WEB.pdf](http://www.scouting.org/filestore/pdf/680-677_WEB.pdf)

Perhaps this quote by Sir Robert Baden-Powell from his 1914 book *Quick Training for War* is appropriate to include here:

*"... The books lay down definite principles and examples which serve to guide the leaders when applying their common sense to the situation before them. No two situations are ever precisely the same, and it is therefore impossible to lay down exact rules that should guide in every case, but a man who carries precedents and principles in his head has no difficulty in applying their teaching in supreme moments of sudden emergency ..."*