

# Dorset Commissioner Briefing - Responsibilities to the Activity Permit Scheme

## Introduction

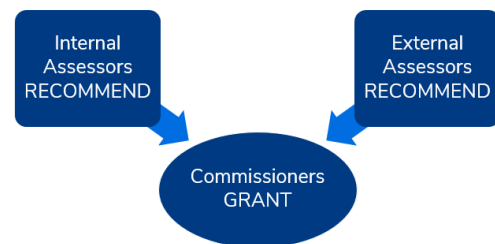
One of your responsibilities as DC is to consider any recommendation from an assessor for an adventurous activity permit and decide whether to grant the permit. There are only permits available for Land and Water (air activities are run under external qualifications).

There are four forms of support to you:

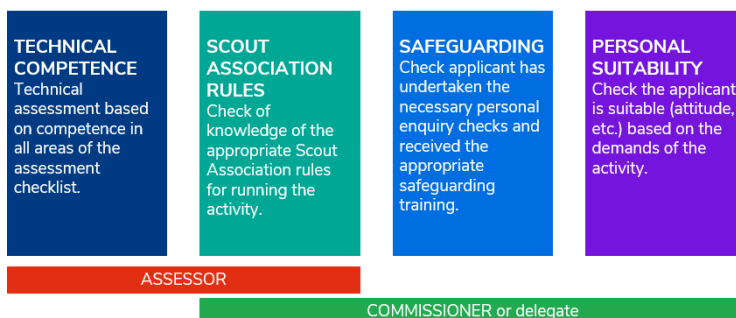
- The [Commissioners' Guide](#) which sets out the five stages of the process
- [Contact](#) the relevant ACC Activities (advice and actions)
- [Contact](#) the Manager of the Activity Permit Scheme (MAPS) for Dorset (concerns and issues)
- [Links](#) on the County website to the relevant resources

## Recommendations and Granting Permits

The process starts with an assessor recommendation and you cannot grant a permit without one. You may be prompted by an email that there is a recommendation on Compass (normal where the assessor is a Dorset County Assessor) or you may receive a paper permit assessment form for the relevant activity (where the assessor is from another county, an external assessor, or the permit is for a young person under 18).



## Assessment Areas that lead to the Grant decision



The assessor's role is to assess the applicant's **technical competence** to run a particular adventurous activity in scouting and they may also assess knowledge of the Scout Association rules relevant to running the particular activity. They may place restrictions on either assessment area. Assessors should explain to the applicant at the time of the assessment why they have recommended the particular level of permit and/or placed any restrictions on it. You are

bound by the permit level and any restrictions recommended by the assessor and you must make sure that these are recorded on Compass.

Step 1 is that you need to check the assessor's recommendation, in particular that they are qualified to assess the particular activity. You can [check scout assessors on Compass](#) (if they hold the role they are qualified). For external assessors, you will need to see their qualification(s) and check them against the [list of external assessor qualifications](#).

Step 2 is that you need to check the applicant's knowledge of the relevant **Scout Association rules**. This may have been done by the assessor and will be noted on the recommendation (there is [guidance](#) on activity specific rules). If not, you will need to do that or delegate the task to someone to report back.

Step 3 is that you need to check **safeguarding** ie that DBS checks and training obligations have been completed (expiry dates for Disclosure and Safeguarding in the MOL of their training record are current). They must hold an appointment (ie not be an OH) which must be at Full status. You can do this yourself or delegate the task to someone to report back.

Step 4 is that you need to check the applicant's **personal suitability** to run the activity within scouting. You can do this yourself or delegate the task to someone to report back.

## The Grant decision

You then decide whether to **grant the permit**; only you can do this (you cannot delegate this, only pass it up the line if needed). The permit level must not exceed that recommended by the assessor and must include any restrictions recommended by the assessor. You may add further restrictions providing they do not conflict with that of the assessor's. The permit length may not be longer than 5 years; must be less if a shorter period is recommended by an assessor; and may be less than that at your discretion.

**All permits (except for persons under 18) must be recorded on Compass and are otherwise not valid.** You can either update Compass yourself or ask your area's administrator to do so on your behalf. You may issue a permit card if you wish but this is no longer necessary. If the permit application was on paper, you should file and retain the assessment form for the life of the permit.

You may grant permits to young people under 18 and you will need to issue a card permit and keep a local record of the permit, including keeping the form for the life of the permit. Step 3 will not be relevant for YP. However, YP cannot run sessions as they are not an adult, they can only be the permitted person leading the activity. Therefore, as a reminder, it is recommended that the permit includes the following as a clear reminder of POR; "the permit is only valid where an appointed adult is also present". Once the young person turns 18, a leadership or supervisory permit is effectively 'paused' until they take an adult appointment and Step 3 safeguarding can be checked. At this point, the permit should be put on Compass. A personal permit ends on their 18<sup>th</sup> birthday.