



## Instructions for the R1/R2/R3

Online Google Sheet version – R1, R2 and R3 | Fillable PDF or handwritten version – R1

### Permission to run event/activity

An *Application for Authority to Conduct an Activity* form (R1, R2 or R3), including the Risk Management Plan MUST be completed for ALL Scouting activities/outings involving youth and/or adult members where the activity is undertaken AWAY from the registered Scout Hall or meeting place for the Section.

An activity can only proceed if the **Leader Responsible** has received signed approval from the **Formation Leader** and **District Commissioner** or **BC Scoutsafe** (if applicable).

### Timing

Section or Group activity and simple District or Region events: TWO (2) WEEKS NOTICE.

District (major events), Region (most events) or Branch and International events: SIX (6) WEEKS NOTICE.

### Tell me about the forms! Which one do I need?

**R1** - A general purpose form to be used for most Group activities and some District and Region activities. Typically limited to a few Groups or a couple of Districts. BC Scoutsafe is often not required to sign off. Available as an online Google Sheet and a fillable PDF version via MyScout. The fillable PDF can be handwritten.

**R2** - this is used when the activity has multiple activities or needs some other special setup. For example, it may be a Branch or an International event. Default version allows for 8 separate activities. Usually requires BC Scoutsafe oversight. Google Sheet only.

**R3** - this is a special form where there are many discrete activities that need their individual risk management assessment. Commonly used for Branch-wide Joey and Cub events with up to 80 separate activities. Google Sheet only.

R1 forms are available through MyScout. For R2 or R3, please contact BC Scoutsafe who will create a personalized version for your event. Email [bc.scoutsafe@scoutswa.com.au](mailto:bc.scoutsafe@scoutswa.com.au)

## Roles

**Leader Responsible** means an Adult Member of Scouting who holds a current 'Certificate of Adult Leadership' or 'Certificate of Appointment'.

**Person in Charge** means a person in charge of the activity who will be in attendance for the duration of the activity. This may be another Leader, Youth member, Parent or a commercial operator, who has been appointed by the **Leader Responsible** on the Event Details section of the R1/R2/R3 form.

## Workflow

*NOTE 1: The following paragraphs use the terms "forward a copy", "return a copy" etc. For Google Sheet versions of the forms, it is sufficient and desirable to "share" the form with other committee members and signatories.*

*NOTE 2: For a Google Sheet, if you are logged in with your Google account there is no need for a physical or Adobe signature. Please tick the relevant checkbox in the Sign-off tab and fill in your details.*

The **Leader Responsible** completes the Activity Information, prepares the 'Risk Management Plan' and attaches separate Risk Management Plans for any/all Adventurous Activities being conducted during the activity. Separate Risk Management Plans will also be necessary where there are significantly different risk profiles between activities (Hence the creation of the R2 and R3). The **Leader Responsible** should work with the **Person in Charge** and other relevant members to complete the form together.

**Leader Responsible** forwards completed form(s) to the **Formation Leader** who must approve all activities and sign accordingly.

For Section and Group events/activities only:

**Formation Leader** MUST return signed R1 form(s) to the **Leader Responsible** and forward a copy of the form(s) to the **District Commissioner** (minimum of 2 weeks notice required).

**District Commissioner** checks and confirms:

1. **Leader Responsible** is suitably qualified.
2. **Adventurous Activity Supervisor** is a registered Activity Leader. This will probably require an email or call to the relevant BL for the activity, as the Leader may not be visible to the DC in MyScout.
3. External provider has produced Public Liability Insurance Certificate of Currency (if applicable).
4. Risk Management Plan(s) are completed.

**District Commissioner** MUST approve activities that have a Risk Rating of 'Significant' or 'High' by signing and returning a copy of the approved form(s) to the Leader Responsible via the Group Leader.

**District Commissioner** MUST retain a copy of all completed R1 forms for audit purposes.

For District, Region and Branch Events Only:

**Formation Leader** MUST return signed R1/R2/R3 form(s) to the **Leader Responsible** and forward a copy of the form(s) to **Branch Commissioner Scoutsafe** (minimum of 6 weeks notice required).

**Branch Commissioner Scoutsafe** checks and confirms:

1. **Leader Responsible** is suitably qualified.
2. **Adventurous Activity Supervisor** is a registered Activity Leader.
3. External provider has produced Public Liability Insurance Certificate of Currency (if applicable).
4. Risk Management Plan(s) are completed.

**Branch Commissioner Scoutsafe** MUST approve activities that have a Risk Rating of 'Significant' or 'High' by signing and returning a copy of the approved form(s) to the Leader Responsible via the Formation Leader.

**Branch Commissioner Scoutsafe** MUST retain a copy of all completed R1 forms for audit purposes.