**Activity Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Title] | | | | | | | | | | | | | | | | | | | | | | |
| **Date** | | | Click or tap to enter a date. to Click or tap to enter a date. | | | | | | | | | | | | | | | | | | | |
| **Start Location** | | |  | | | | | | | | | | | | | | | | | | | |
| **Finish Location** | | |  | | | | | | | | | | | | | | | | | | | |
| **Youth Section** | | | | | | | | | | | | | | | | | | | | | | |
| Joeys | | | Cubs | | | | | | Scouts | | | | Venturers | | | | | | Rovers | | | |
| **Challenge Area** | | **CREATIVE** | | | | **COMMUNITY** | | | | | | **OUTDOORS** | | | | | **PERSONAL GROWTH** | | | | | |
| **SPICES Objective** | | **SOCIAL** | | | **PHYSICAL** | | | **INTELLECTUAL** | | | | **CHARACTER** | | | **EMOTIONAL** | | | | | | **SPIRITUAL** | |
| **OAS** | | BUSHCRAFT | | | | | | | | BUSHWALKING | | | | | | CAMPING | | | | | | |
| AQUATICS | | | | | | | | PADDLING | | | | | | CYCLING | | | | | | |
| BOATING | | | | | | | | VERTICAL | | | | | | ALPINE | | | | | | |
| SURVIVAL | | | | | | | | PIONEERING | | | | | | CANOEING | | | | | | |
| **Document Summary** | | | | | | | | | | | | | | | | | | | | | | |
| C5 – Event Approval | F31 – Risk Assessment | | | QBSI Chapter 11 | | | | Insurance Certificates | | | Operoo Participation | | | Operoo Medical Info | | | | Weather Forecast | | | | Map Routes |
| C4 – Notification | C2 – Interstate | | | Standard Activity Plans | | | | Static Risk Assessments | | | Activity Programs | | | Land Permissions | | | | Tax Invoices | | | | Info Brochures |
| **Child Safe Scouting Officer (CSSO)** | | | | | | | *CYM-STD-01 Child Safe Scouting Program Delivery Standard* | | | | | | | | | | | | | **Required** | | |
| Primary Designated Officer | | | | | | |  | | | | | | | | | | | | | | | |
| CSSO Formation | | | | | | |  | | | | | | | | | | | | | | | |
| Phone Number | | | | | | |  | | | | | | | | | | | | | | | |
| **Purpose** | | | | | | | | | | | | | | | | | | | | | | |
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| **Goals** | | | | | | | | | | | | | | | | | | | | | | |
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| **Participant Summary** | | | | | | | | | | | | | | | | | | | | | | |
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# **Program Day 1**

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| --- | --- | --- |
| **Time** | **Activity** | **Resources** |
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Notes:

# **Program Day 2**

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| **Time** | **Activity** | **Resources** |
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Notes:

# **Program Day 3**

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| **Time** | **Activity** | **Resources** |
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Notes:

**Patrol Leader Roles**

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| --- | --- |
| **Patrol Leader** | **Tasks** |
| Patrol Leader 1 |  |
| Patrol Leader 2 |  |
| Patrol Leader 3 |  |
| Patrol Leader 4 |  |

**Activity Equipment**

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| --- | --- |
| **Group Equipment** | |
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| **Personal Equipment** | |
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| --- |
| It is imperative that Youth Members **PACK THEIR OWN BAG**, so that they know what is in their bag and where it is |

**Physical Environment**

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| --- | --- | --- |
| **Water & Facilities** | **Notes** | **Availability** |
| Drinking Water |  |  |
| Toilets |  |  |
| Showers |  |  |

|  |  |
| --- | --- |
| **Characteristics** | |
| *Environment* |  |
| *Cultural* |  |
| *Heritage* |  |

**Map**

Resources: [Google Maps](https://www.google.com/maps) | [Google Earth](https://earth.google.com/) | [QTopo](https://qtopo.information.qld.gov.au/) | [AllTrails](https://www.alltrails.com/)



**Expected Weather Conditions**

## Climate Data for Month of

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mean**  **Max**  **Temp** | **Mean**  **Min**  **Temp** | **Mean**  **9am**  **Temp** | **Mean**  **9am**  **Humidity** | **Mean**  **9am**  **Wind Speed** | **Mean**  **3pm**  **Temp** | **Mean 3pm**  **Humidity** | **Mean 3pm**  **Wind Speed** | **Mean**  **Rainfall (mm)** | **Mean**  **Rain**  **Days** | **Mean daily sunshine (hours)** |
|  |  |  |  |  |  |  |  |  |  |  |
| Source | | <http://www.bom.gov.au/climate/averages/tables/cw_040214.shtml> | | | | | | | | |

**Activity Team**

|  |  |  |
| --- | --- | --- |
| **Name** | **Scout Role** | **Qualifications** |
|  | Choose a role. |  |
|  | Choose a role. |  |
|  | Choose a role. |  |
|  | Choose a role. |  |
|  | Choose a role. |  |

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| --- | --- |
| **Scout Role** | **Description** |
| Activity Guide | The Activity Guide is a uniformed Adult Member holding an Adventurous Guide-level qualification from Scouts Queensland to supervise an Adventurous Activity. |
| Section Leader | The Section Leader is a uniformed Adult Member acting as the Leader-In-Charge of a Youth Section. |
| Leader | The Leader is a uniformed Adult Member. |
| Activity Leader | The Activity Leader is the Adult or Youth Member in charge of the general supervision of an activity. |
| Patrol Leader | The Patrol Leader is a Youth Member in charge of a patrol. |
| First Aider | The First Aider is any Adult or Youth Member qualified to deliver first aid on an activity. |
| Scout | The Scout is any Youth Member participant of the activity. |

**Contacts & Communications**

|  |  |
| --- | --- |
| **Communication Methods** | **To Bring** |
| Mobile Phone | Yes |  No |
| Mobile Phone in waterproof case | Yes |  No |
| Two-Way Radios | Yes |  No |
| Personal Locator Beacon (PLB) | Yes |  No |
| Emergency Position Indication Radio Beacon (EPIRB) | Yes |  No |

|  |  |
| --- | --- |
| **Name** | **Number** |
| [Activity Leader name & number – replace with contact] |  |
|  |  |
|  |  |
| Joe “Night Owl” Kan (GL) | 0481 513 767 |
| Zac “Stitch” Bambrick (DC) | 0423 948 041 |
| Laurie “Tarcoola” Cole (RC) | 0408 455 637 |
| Scouts Queensland Branch Duty Person (Emergency Option 9) | 07 3870 7000 |
| Youth - Queensland Children's Hospital, 501 Stanley St, South Brisbane, QLD 4101 | 07 3068 1111 |
| Adults - Princess Alexandra Hospital Emergency Department (adults), 199 Ipswich Road, Woolloongabba QLD 4102 | 07 3176 2111 |
| Emergency | 000 (and 112 from mobile) |

**Activity Checklist**

|  |  |
| --- | --- |
| **Medical** | **Complete** |
| Participants’ Medical Operoo information up to date |  |
| Leaders to confirm in pre-briefing if there are any conditions (or behaviours) to note |  |
| Leaders downloaded Operoo Medical Information |  |
| **Permissions** | **Complete** |
| Property Permissions obtained |  |
| Received Operoo Explicit Participant Permissions provided   * Unanswered Operoo permission forms are considered “declined” |  |
| **On-Site** | **Complete** |
| Activity Documentation are available or accessible |  |
| Assistant Pre-Briefing   * Complete SRM-FOR-01 ASK Tool and returned to GL * Confirm weather forecast or schedule changes * Review participants’ medical conditions |  |
| Safety Briefing   * Consider all risk assessment mitigation strategies |  |

**Incident Reporting – Quick Reference**

Refer to the full *SRM-STD-02 Incident Reporting Standard* provided to you when this activity was approved or on Document Central. This is provided to you as a quick reference.

|  |  |
| --- | --- |
| **Incident type** | **Witness/Leader in charge of activity report to** |
| A Notifiable Incident | Branch Support Office by calling 07 3870 7000 (plus option 9 after hours) |
| A known or suspected incident of Child Sexual Abuse refer (QBSI 10.1 – B.9.5) | Queensland Police by telephoning Police Link 131 444, then telephone the Branch support office |
| An incident that involves significant loss of Scout property (fire, storm, theft etc.) | Branch Support Office by calling 07 3870 7000 (plus option 9 after hours) |
| An incident that is drawing (or likely to draw) negative media attention | Branch Support Office by calling 07 3870 7000 (plus option 9 after hours) |

The Scout activity reporting line typically takes the following form:

* Incident – Youth Leader – Section Leader – Group Leader – District Commissioner – Region Commissioner – Chief Commissioner; or
* Incident – Youth Leader - Activity Leader – Commissioner Responsible for Activity – District Commissioner – Region Commissioner – Chief Commissioner

|  |  |
| --- | --- |
| **Online Incident Report** | <https://scoutsqld.com.au/online-incident-reporting/> |
| **Child Safety Incident or Allegation Report** | <https://scoutsqld.com.au/child-safety-incident-report/> |