

Understanding the Scout Canoe, Kayak and Stand Up Paddle Boarding Activity Permit Scheme



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Glossary

| | |
|-----------|--|
| NGB | National Governing Body |
| BCU | British Canoe Union |
| BC | British Canoeing |
| UKCC | United Kingdom Coaching Certificate |
| HQ | Headquarters |
| ACC | Assistant County Commissioner |
| DC | District Commissioner |
| DBS | Disclosure and Barring Service |
| FSRT | Foundation Safety and Rescue Training |
| WWSR | White Water Safety and Rescue |
| Module 25 | A Training Module relating to Assessing Learning |
| POR | Policy Organisation and Rules |



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Surrey Scout County Water Activities Permit Guidelines

Canoeing, Kayaking and Stand Up Paddle Boarding

1.0 Introduction

The purpose of this document is to provide a quick reference guide:

- To candidates applying for paddle sports Permits under the Scout Association Policy Organisation and Rules (POR).
- Guidance for those who already hold Permits for them to develop and further their experience.
- Guidance to County Activity Assessors to ensure there is consistency when giving advice on good practise and completing assessments. This document relates solely to paddle sports.

The document *does not* replace the factsheets and POR guidelines approved and published by The Scout Association.

2.0 Water Classification

| | Scout Association Definition | BCU Equivalent |
|-----------------|--|-------------------|
| Class C | safe inland waters which are less than 100m wide where flow causes little effect (including swimming pools) – see Appendix I | None |
| Class B1 | sheltered inland waters and other sheltered water where currents and tides create no real danger | None to Grade 1 |
| Class B2 | the sea up to one mile from the shore, but excluding more dangerous waters close inshore; more sheltered parts of estuaries; large inland lakes and lochs; inland waters | Grade 1 and 2 |
| Class B3 | the sea up to three miles from the shore, but excluding more dangerous waters close inshore; busy commercial ports, exposed parts of estuaries; inland waters | Grade 3 |
| Class A | open sea more than three miles from the shore, and other dangerous waters close inshore; inland waters | Grade 4 and above |

The Scout Association also separates water classifications into specific operating environments.

| Classification | Definition |
|---|---|
| Open Inland | Inland non tidal waters including rivers of less than BCU Grade 1 |
| River | Inland non tidal waters moving waters of BCU Grade 1 and above |
| Sea | On tidal waters (including inland tidal waters) where there is no intent of doing activities in surf |
| Surf | Where there is an intention of doing activities in surf (this is only available on B2-A class waters) |
| Holding a Permit for B1 water in any of the environments mentioned above will enable you to operate in any other of the listed environments on B1 waters. | |

3.0 What Are Adventurous Activity Permits?

In order to run canoeing, kayaking and/or Stand Up Paddle Boarding (SUP) on waters classed as B1 or higher you will require an Adventurous Activities Permit.

Canoeing is described within the Scout Association as the use of a craft that does not have a deck enclosing the occupant(s) and which was designed to be paddled using a single bladed paddle, usually from a kneeling position. Open canoes can also be propelled using a pole, sail or motor. Use of sails (except improvised sails) and motors are covered by their respective Adventurous Activities Permits.

Kayaking is described within the Scout Association as the use of a craft designed to be paddled from a sitting position using a double ended paddle generally referred to as closed cockpit kayaks and open cockpit kayaks, and also includes closed cockpit canoes.

SUP is described within the Scout Association as a way of travelling over water through the use of a board designed to be paddled from a kneeling or standing position using a single ended paddle.

Permits are issued separately for kayak, canoe, and SUP in open water, river, sea or surf environments. There are three Permit types, Personal, Leadership and Supervisory.

3.1 Personal Permits

A personal Permit is only for young people (under 18) to participate in paddle sport with others who also hold personal Permits in the same type of craft.

Should a group comprising wholly of adults (over 18) wish to participate in paddle sport on B1 or higher waters then they can do so applying the 'Adult Groups In Adventurous Activities' rule. With a DC's approval, the activity can go ahead with no Permit holder present so long as each participant is over 18 and has signed a disclaimer stating they are aware of the risks and dangers involved in the activity.

Refer to Fact Sheet FS120087 for full details on Adult Groups in Adventurous Activities.

County Advisors Notes

Headquarters have confirmed that if running an "event" in which you have a mix of adults and young people that are then split into smaller groups engaged in Adventurous Activities. Those groups that solely comprise of over 18 participants can operate under the Adult Groups in Adventurous Activities scheme.

Example – Group 1 and Group 2 go away for a kayaking weekend. Group 1 has 8 adults all over 18 in it, Group 2 had a mix of under and over 18 year olds. Group 1 can operate under Adult Groups in Adventurous Activities Scheme. Group 2 are required to operate under the Permit scheme.

Headquarters have also confirmed that if you have a group of young people that hold personal Permits and are joined by adults who hold no Permit at all then provided they are paddling as a group of peers (I.E. the adults takes *NO* leadership responsibility) those adults can paddle under the Adult Groups in Adventurous Activities scheme with the young people who will paddle with their own personal Permits.

3.2 Leadership Permits

Leadership Permits allow the Permit holder to lead a single group. This Permit authorises the holder to lead a **maximum** of 8 craft or 12 people whichever is less.

A kayak Permit holder, when operating on B1 waters, can use this Permit to lead open canoes. Canoe Permit holders cannot use their Permit to lead kayaks.

Should a kayak Permit holder choose to lead canoes they must ensure they only have canoes on the water. Likewise if they are leading kayaking they must only have kayaks on the water.

If a Permit holder has a kayak and a canoe Permit, they may lead a mixture of craft on the water in a single group.

Until 31 August 2023 kayak and canoe Permit holders may also lead stand up paddle boarding

activities, after this date they must be run by someone holding a stand up paddleboard permit for the appropriate environment and class of water.

After this date, regardless of class of water, you can only run stand up paddleboard if you hold a SUP permit.

See table below for an illustration on how this works UNTIL August 2023.

| Permit Held | Craft allowed on water at any one time | | | | | | Kayak, Canoe & SUP |
|--------------------------|--|-------|---------------|-----|-------------|-------------|--------------------|
| | Canoe | Kayak | Canoe & Kayak | SUP | Canoe & SUP | Kayak & SUP | |
| Canoe only | Yes | No | No | Yes | Yes | No | No |
| Kayak only | Yes | Yes | No | Yes | Yes | Yes | No |
| Canoe & Kayak | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| SUP | No | No | No | Yes | No | No | No |
| SUP & Kayak | Yes | Yes | No | Yes | Yes | Yes | No |
| SUP & Canoe | Yes | No | No | Yes | Yes | No | No |
| All 3 Craft | Yes | Yes | Yes | Yes | Yes | Yes | Yes |

3.3 Supervisory Permits

A supervisory Permit is the highest authorisation available for paddle sports. It is implicit that you hold a leadership Permit before applying for a supervisory one.

Holding a Permit to supervise means you can supervise up to three groups. Each group can consist of a **maximum** of 8 craft or 12 people whichever is less.

All groups being supervised should have a means to communicate with the Permit holder who will need to be in or have immediate access to rescue craft (this may be another kayak, canoe or SUP) and be in a position to provide prompt assistance if required. It is expected that the supervisor will not be directly involved with the activity. For example they could not have three groups on the water and be the leader to one of those three groups.

A supervisor remains responsible for all the groups they are supervising and needs to designate responsible people with appropriate skills to be leaders of each group. That designated leader responsibility only lasts for the duration of the current activity. A designated leader can be a young person if they are up to the role.

4.0 Obtaining A Permit

The process of obtaining a Permit begins with the completion of an 'Application For Adventurous Activity Permit' form which is obtainable from The Scout Association website. Search for form ADACTPERMIT. This form can also be found in the documents sections of www.sswac.co.uk

Once submitted, an application is assessed. This assessment has four stages to it.

1. **Technical Competence** – Completed by a County Approved Assessor.
This could simply be examining already held NGB awards and prior knowledge of the applicant's ability or a practical assessment against the requirements set out by the Scout Association.
It could also comprise of a mixture of all the above.
2. **Scout Association Rules** – Either completed by the County Approved Assessor or responsible commissioner.
This assesses knowledge or POR. See appendix V for more detail.
3. **Safeguarding** – Completed by the responsible Commissioner it ensures that a DBS check and child protection training have been completed (not necessary for personal Permits).
Where under 18's are applying for leadership Permits, a risk assessment should be completed.
4. **Personal Suitability** – Completed by a responsible Commissioner to ensure the applicant is suitable to be authorised to hold a Paddle Sport Permit.

4.1 Personal Permits

Personal permits have no NGB equivalent at the present time.

County Advisors Notes

Having compared the Personal and the Leadership Permit assessment criteria there is one difference; the personal Permit has no criteria to assess group management where as the leadership Permit does. Consideration should be given to assessing the candidate for the Leadership Permit. Scout Association HQ have confirmed young people, under 18, can be awarded Leadership Permits.

Refer to Fact Sheet [AC120902](#), [AC120919](#) and [AC120954](#) for full details on obtaining a Permit.

4.2 Leadership Permits

Leadership Permits can be compared to the BCU, UKCC and BC coaching scheme.

To hold a leadership Permit, the applicant must have undergone a Scout Association DBS check. In order to apply for this, an applicant should speak to their relevant Commissioner.

Below is a simple conversion chart which, if you hold a BCU, UKCC or BC Paddle Sport Award, will help you easily identify what Permit you could be entitled to.

You must have completed the award within the 5 years previous to your application or be able to supply evidence that you have remained active within your discipline.

| BCU Coach | UKCC | BC Coach Award | Permit Conversion |
|---|--|--|---|
| Level 1 Coach | | | None |
| Level 2 Coach | Level 1 Coach, Level 2 Coach | Paddle Sport Instructor Coach Award (<i>sheltered water</i>) | Any environment - B1 Waters |
| Level 3 Coach (<i>specific to environment</i>) | Level 2 coach <u>with</u> Moderate Water Endorsement (<i>specific to environment</i>) | Coach Award (<i>specific to moderate water environment</i>) <u>or</u> Performance Coach | Environment Specific B2 Waters |
| Level 4 & 5 Coach (<i>specific to environment</i>) | Level 3 Coach <u>with</u> Advanced Water Endorsement (<i>specific to environment</i>) | Coach Award (<i>specific to advanced water environment</i>) | Environment Specific B3 - A Class Waters |
| All qualifications must be boat based, they cannot be bank based | | | |
| Of note, NONE of the British Canoeing Leadership Awards Convert directly into the Permit scheme. We believe this is because one of the Permit assessment criteria is to be able to “teach” which is something the BC Leadership award does not cover. | | | |

County Advisors Notes

The UKCC scheme is not craft specific for Level 2 coaches. Therefore it would be appropriate to award both a kayak and canoe Leadership Permit on the evidence of an applicant holding such an award, this is supported by the fact sheets supplied by The Scout Association as Level 2 conversion to the Permit scheme does not state it is discipline specific, the Level 2 coach with Moderate water endorsement does.

The BC Scheme new to 2019 is not craft specific at Paddlesport Leader Level however all other awards state both the craft and the environment the coach/leader can operate in and as such Permits should be awarded in line with this. These awards MAY produce leaders that will only have experience and training on one specific craft.

The Paddlesport Activity Assistant (PAA) Award sits alongside restricted Permits, in that it is an assessed set of criteria for a specific purpose and within a controlled environment. It would be appropriate to consider any person presenting with the PAA as suitable for a restricted Permit utilising the assessed criteria for this award as your restrictions

Refer to Fact Sheet [AC120902](#), [AC120919](#) and [AC120954](#) for full details on Leadership Permits.

4.3 Supervisory Permit

The guidance issued by The Scout Association on Supervisory Permits is now specific to the adventurous activity it applies to. As with the personal Permits there is no NGB equivalent to the Supervisory Permit.

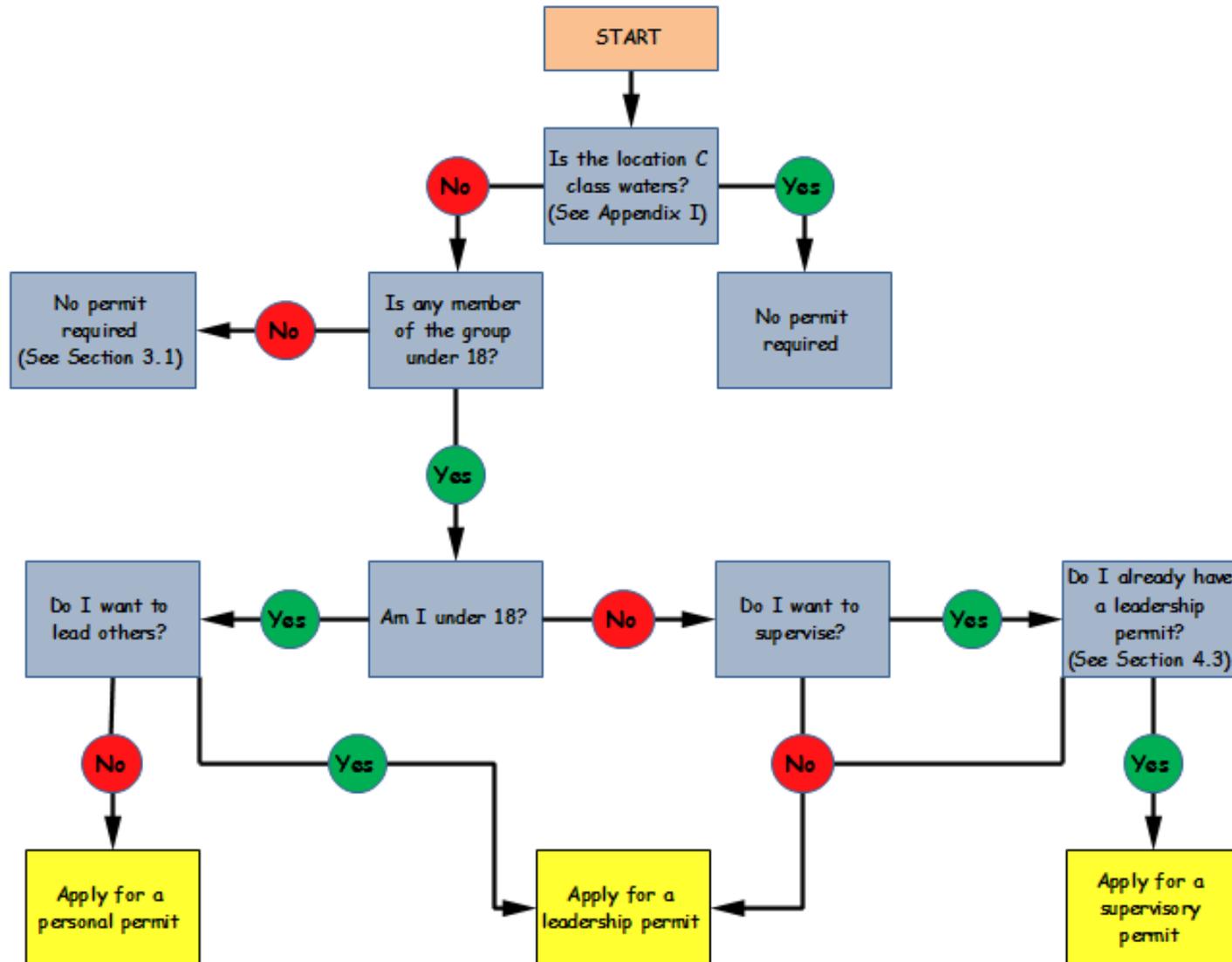
County Advisors Notes

NB: A Supervisory Permit for kayaking or canoeing carries considerable responsibility. When assessing applications for Supervisory Permits The Scout Association state that this is likely to be more theoretical assessment. SSWAC's view is it is best practice all applicants should undergo a practical, observed assessment to ensure the required standard is met.

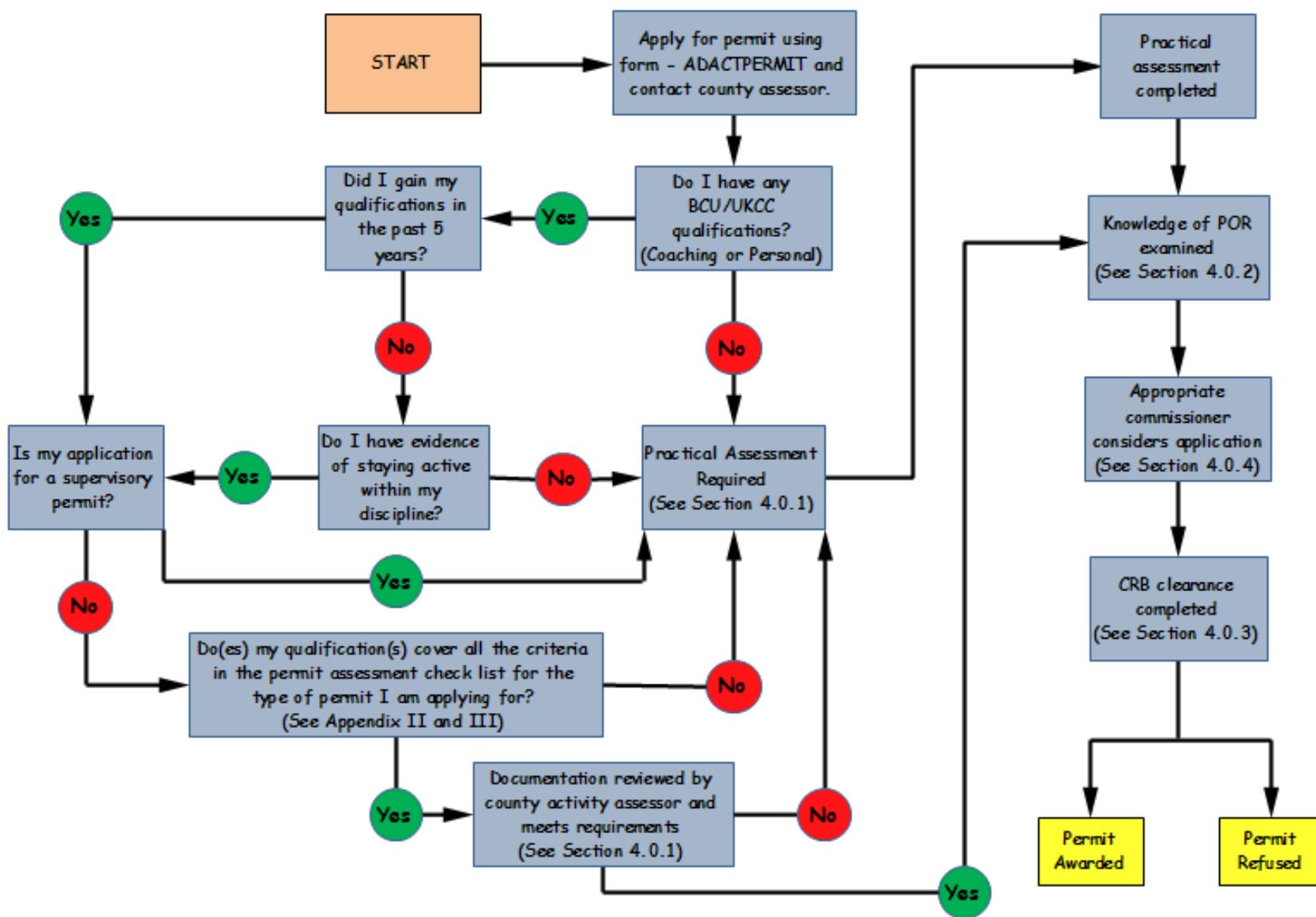
Any Supervisory Permit holder should hold a Leadership Permit. Normally Leadership Permits will already be held before a Supervisor one is applied for, but a Leadership and Supervisory Permit could be issued simultaneously.

Refer to Fact Sheet [AC120902](#), [AC120919](#) and [AC120954](#) for full details on Supervisory Permits.

4.4 What Permit To Apply For?



4.5 Applying For a Permit



If at any point you are unsure about the process please contact a County Activity Assessor. Their contact details can be found on compass or via the ACC Activities.

5.0 Becoming an Approved Activities Assessor

Being an Approved Activities Assessor is a County Appointment in which you are managed by the ACC Activities. In order to become an Assessor you need to complete an Adult Application form commonly referred to as the “AA” form. With that comes the completion of a DBS check.

In order to qualify as an Activities Assessor you *must* hold the appropriate NGB coaching qualification, or equivalent or higher. This qualification proves your technical knowledge. If you obtained your technical knowledge more than 5 years prior to your application you will need to provide evidence that you have maintained your personal development (normally by updates through your NGB). You will also need to validate Module 25 of The Scout Association Adult Training Scheme.

After you have completed the AA form the ACC Activities endorses it and sends it to the Appointments Committee for approval.

If you are qualified to be an assessor in multiple paddle sport disciplines and want to be approved as an assessor in all the craft you qualify in you will need to complete an AA form for each.

You are required to attend at least two single day sessions in each 5 year period you hold a position as an assessor to ensure that you remain up-to-date.

County Advisors Notes

NB: It is suggested that you contact the ACC Activities before applying for Assessor Status so that they can talk through the process with you.

Once successful in becoming an Assessor you can opt to have a mentor allocated.

5.1 What Can I Assess?

Once you are an Approved Assessor, you can assess Personal, Leadership and Supervisory Permits. There is however a restriction as to what level you can assess. This is based on the NGB, or equivalent award you hold.

The Scout Association provide an easy conversion table for the most recent British Canoeing NGB's tell you to contact British Canoeing for how the older awards convert. For ease, we have compiled all below based on the data we held before they removed them all from POR.

Please see the table below:

| Kayak | |
|--------------------|--|
| Open Inland | |
| B1 | <ul style="list-style-type: none"> • UKCC Level 2 Coach • British Canoeing Level 2 Kayak Coach • British Canoeing Sheltered Water Kayak Coach Award |
| B2 | <ul style="list-style-type: none"> • UKCC Level 2 Coach with moderate water touring endorsement • UKCC Level 3 Kayak Coach (Touring) • British Canoeing Level 3 Kayak Coach (Placid Water or Sea) • British Canoeing Sea Kayak Coach Award |
| B3-A | <ul style="list-style-type: none"> • UKCC Level 3 Kayak Coach with advanced water touring endorsement • British Canoeing Level 4 Kayak Coach (Placid Water or Sea) • British Canoeing Sea Kayak Coach Award (Advanced Water) |
| River | |
| B1 | <ul style="list-style-type: none"> • UKCC Level 2 Coach • British Canoeing Level 2 Kayak Coach • British Canoeing Sheltered Water Kayak Coach Award |
| B2 | <ul style="list-style-type: none"> • UKCC Level 2 Coach with moderate white water endorsement • UKCC Level 3 Kayak Coach (White Water) • British Canoeing Level 3 Kayak Coach (Inland) • British Canoeing White Water Kayak Coach Award |

| | |
|-------------|---|
| B3-A | <ul style="list-style-type: none"> • UKCC Level 3 Kayak Coach with advanced white water endorsement • British Canoeing Level 4 Kayak Coach (Inland) • British Canoeing White Water Kayak Coach Award (Advanced Water) |
| Sea | |
| B1 | <ul style="list-style-type: none"> • UKCC Level 2 Coach • British Canoeing Level 2 Kayak Coach • British Canoeing Sheltered Water Kayak Coach Award |
| B2 | <ul style="list-style-type: none"> • UKCC Level 2 Coach with moderate water sea endorsement • UKCC Level 3 Kayak Coach (Sea) • British Canoeing Level 3 Kayak Coach (Sea) • British Canoeing Sea Kayak Coach Award |
| B3 - A | <ul style="list-style-type: none"> • UKCC Level 3 Kayak Coach with advanced water sea endorsement • British Canoeing Level 4 Kayak Coach (Sea) • British Canoeing Sea Kayak Coach Award (Advanced Water) |
| Surf | |
| B2 | <ul style="list-style-type: none"> • UKCC Level 2 Coach with moderate water surf endorsement • UKCC Level 3 Kayak Coach (Surf) • British Canoeing Level 3 Kayak Coach (Sea) • British Canoeing Surf Kayak Award Coach |
| B3 - A | <ul style="list-style-type: none"> • UKCC Level 3 Kayak Coach with advanced water sea endorsement • British Canoeing Level 4 Kayak Coach (Surf) • British Canoeing Surf Kayak Coach Award (Advanced Water) |

| Canoe | |
|--------------------|---|
| Open Inland | |
| B1 | <ul style="list-style-type: none"> • UKCC Level 2 Coach • British Canoeing Level 2 Canoe Coach • British Canoeing Sheltered Water Canoe Coach Award |
| B2 | <ul style="list-style-type: none"> • UKCC Level 2 Coach with moderate water touring endorsement • UKCC Level 3 Canoe Coach (Touring) • British Canoeing Level 3 Canoe Coach (Placid Water or Sea) • British Canoeing Open Water Canoe Coach Award |
| B3-A | <ul style="list-style-type: none"> • UKCC Level 3 Canoe Coach with advanced water touring endorsement • British Canoeing Level 4 Canoe Coach (Placid Water or Sea) • British Canoeing Open Water Canoe Coach Award (Advanced Water) |
| River | |
| B1 | <ul style="list-style-type: none"> • UKCC Level 2 Coach • British Canoeing Level 2 Canoe Coach • British Canoeing Sheltered Water Canoe Coach Award |
| B2 | <ul style="list-style-type: none"> • UKCC Level 2 Coach with moderate white water endorsement • UKCC Level 3 Canoe Coach (White Water) • British Canoeing Level 3 Canoe Coach (Inland) • British Canoeing White Water Canoe Coach Award |
| B3-A | <ul style="list-style-type: none"> • UKCC Level 3 Canoe Coach with advanced white water endorsement • British Canoeing Level 4 Canoe Coach (Inland) • British Canoeing White Water Canoe Coach Award (Advanced Water) |
| Sea | |
| B1 | <ul style="list-style-type: none"> • UKCC Level 2 Coach • British Canoeing Level 2 Canoe Coach • British Canoeing Sheltered Water Canoe Coach Award |

| | |
|--------|--|
| B2 | <ul style="list-style-type: none">• UKCC Level 2 Coach with moderate water sea endorsement• UKCC Level 3 Canoe Coach (Sea)• British Canoeing Level 3 Canoe Coach (Sea)• British Canoeing Open Water Canoe Coach Award with appropriate sea experience |
| B3 - A | <ul style="list-style-type: none">• UKCC Level 3 Canoe Coach with advanced water sea endorsement• British Canoeing Level 4 Canoe Coach (Sea)• British Canoeing Open Water Canoe Coach Award (Advanced Water) with appropriate sea experience |

| Stand Up Paddle Board | |
|-----------------------|---|
| Open Inland | |
| B1 | Stand Up Paddleboard Sheltered Water Coach |
| B2 | Stand Up Paddleboard Open Water Coach |
| B3-A | Open Water Coach (Advanced) + BCU SUP Module / Stand Up Paddleboard Inland Open Water Award |
| River | |
| B1 | Stand Up Paddleboard Sheltered Water Coach |
| B2 | Stand Up Paddleboard White Water Coach |
| B3-A | Stand Up Paddleboard White Water Coach |
| Sea | |
| B1 | Stand Up Paddleboard Sheltered Water Coach |
| B2 | Stand Up Paddleboard Open Water Coach + Stand Up Paddleboard Coastal Water Leader |
| B3 - A | Stand Up Paddleboard Open Water Coach + Stand Up Paddleboard Coastal Water Leader |
| Surf | |
| No Permit Exists | |

You can only assess people for Permits in the discipline in which you hold an NGB award. UKCC Level 2 Award is not craft/discipline specific so you are authorised to assess both canoe and kayak Permits to the appropriate level.

If you hold a coach qualification in multiple disciplines then you could assess for them all to the level that your award authorises you to. See table above.

You used to be able to award Permits in another discipline, one level below that which your coaching qualification authorises you to. The Scout Association have stated that this NO LONGER APPLIES.

EXAMPLE

Coach X holds a BCU Level 3 kayak coach award and their BCU 3 star open canoe award. This allows Coach X to assess a kayak Permit on water up to and including B2 Waters and a canoe Permit up to and including B1 waters.

When authorising Permits on B1 waters you do not need to have the discipline specific qualifications for the environment they are assessed in (Open Water, River, Sea) however this is advisable. Assessing Permits for B2 waters and above you will require qualifications in that environment to be able to authorise a Permit of that type.

County Advisors Notes

When completing assessments it is good practice to keep a record of this, whether it be a paperwork exercise or a practical assessment. It could be needed as evidence in the future.

British Canoeing and The Scout Association have put together an infographic which visualises these comparisons found in **Appendix V**.

5.2 How to Award Permits

There are two types of assessments.

1. Examination of prior experience – this would be examining evidence of an applicants prior experience such as NGB awards, log books and rescue training ensuring they conform to the criteria set out in the Assessment Checklist for the discipline and level of Permit they are applying for.
2. Practical Assessment – a complete practical assessment of all the criteria set out in the Assessment Checklist for the discipline and level of Permit they are applying for.

County Advisors Notes

NB: It may be that an assessment can consist of both an examination of prior experience and a practical assessment if the prior experience is not sufficient to fulfil the Assessment Checklist criteria. When an application is made for a Supervisory Permit it is recommended that an assessment is completed in all cases due to the responsibility entrusted in that type of Permit.

5.3 What Levels to Award Permits At

The assessment criteria for a Permit dictates what level a permit should be awarded at. This should simply be used as a guide to assessing prior learning combined with further assessment in line with the Permit scheme where required.

Should you be asked to complete an examination of prior experience to award a Permit, the tables below are a guide to what qualifications are required for Permits to be issued in this way.

Pre 2007 “Star Awards” and British Canoe Union Coach Awards

| NGB Qualification to Scout Permit Award Conversion | | | |
|--|-------------|------------|-------------------------|
| Class of Water | Permit Type | | |
| | Personal | Leadership | Supervisory |
| B1 | 3* FSRT | L2 FSRT | L2 FSRT + Assessment |
| B2 | 4* WWSR | L3 WWSR | L3 WWSR + Assessment |
| B3 | 5* WWSR | L4 WWSR | L4 WWSR + Assessment |
| A | 5* WWSR | L4 WWSR | L4 WWSR + Assessment |

2007 to 2019 “UKCC Awards”

| NGB Qualification to Scout Permit Award Conversion | | | |
|--|--|--|---|
| Environment | Class of Water | | |
| | B1 | B2 | B3 and A |
| Open Inland River | L1, L2 or Paddlesport Instructor 3 Star** FSRT | L3 4 Star Leader WWSR | 5 Star Leader AWWSR |
| Sea | | L3 4 Star Leader Coastal Navigation and Tidal Planning | 5 Star Leader Open Water Navigation and Tidal Planning |
| Surf | | L3 4 Star Leader Advanced Surf Safety and Rescue | 5 Star Leader Advanced Surf Safety and Rescue |

Notes:

** For B1 Permits **only** the flat water elements of the award need to be completed.

- It would be at the Approved Assessors discretion in relation to imposing any restrictions to Permits, particularly concerning tidal waters, to those with non-tidal qualifications and vice versa.
- You may also wish to consider restrictions around group sizes and locations.
- When young people (under 18) apply for Permits consideration should be given concerning restrictions to operate under supervision of appropriate adults. (qualified or unqualified)

2019 “British Canoeing” Awards

| NGB Qualification to Scout Permit Award Conversion | | | |
|---|---|--|---|
| Environment | Class of Water | | |
| | B1 | B2 | B3 and A |
| Open Inland | Coach Award (sheltered water) | Coach Award (moderate water) <i>or</i> Performance Coach <i>and</i> WWSR | Coach Award (advanced water environment) <i>or</i> Advanced Water Leader <i>and</i> AWWSR |
| River | | | |
| Sea | Paddle sport Instructor <i>and</i> FSRT | Coach Award (moderate water) <i>or</i> Performance Coach <i>and</i> Coastal Navigation and Tidal Planning | Coach Award (advanced water environment) <i>or</i> Advanced Water Leader <i>and</i> Open Water Navigation and Tidal Planning |
| Surf | | Coach Award (moderate water) <i>or</i> Performance Coach <i>and</i> Advanced Surf Safety and Rescue | Coach Award (advanced water environment) <i>and</i> Advanced Surf Safety and Rescue |
| Notes: <ul style="list-style-type: none"> • It would be at the Approved Assessors discretion in relation to imposing any restrictions to Permits, particularly concerning tidal waters, to those with non-tidal qualifications and vice versa. • You may also wish to consider restrictions around group sizes and locations. • When young people (under 18) apply for Permits consideration should be given concerning restrictions to operate under supervision of appropriate adults. (qualified or unqualified) | | | |

It may be that an applicant does not meet the complete Assessment Criteria Checklist when producing evidence of prior experience, but can meet the technical and/or Emergency Procedure sections. Personal, Leadership and Supervisor Permits all have different assessment criteria and so it's essential you ensure you are using the correct checklist when completing an assessment.

County Advisors Notes

Regardless of which awards the applicant holds, you must ensure that when using Approved Prior Learning, the individual still meets the assessment criteria set out in POR.

Permits should be awarded to an individual's competency and requirement. This may mean putting restrictions on the Permit such as tidal, non-tidal, geographical location and group size. Note that maximum groups sizes are quoted in Section 3 of this document.

It is recommended that tidal and non-tidal are specifically mentioned on the Permit when signed off by the Assessor.

Example:

1. Leadership Permit recommended for non-tidal B1 waters with a maximum of 8 boats or 12 people, whichever is the lesser.

Refer to Fact Sheet [FS120102](#) for full information on conducting assessments.

5.4 Restricted Permits

If an applicant is assessed for a Permit and does not have all the skills or experience to meet all areas of the assessment checklist it is appropriate to award them a Permit with restrictions provided:

- The assessor is of the opinion they have the ability to operate safely in the environment and craft they will be in.
- Any restrictions placed on a Permit are justified based on the skills shown/not shown
- The assessor explains to the applicant what they would need to see in order to remove / adjust the restrictions in the future.

This has been confirmed by The Scout Association. If an applicant meets all of the assessment criteria it is generally accepted they will be awarded an un-restricted Permit.

6.0 Moderation

Moderation provides a way of checking robustness of the Permit scheme and ensuring consistency. Each County is required to carry out a self moderation.

This takes the form of a number of different processes.

- **Attend assessor meetings**

Each County, will run assessor meetings for assessors to get together and discuss assessments that they have carried out.

- **Have assessments reviewed**

Every assessment carried out by a County Assessor needs to be seen / reviewed by more than one assessor. Where these happen through assessment courses or shadowing they will automatically have been seen by multiple assessors. Where this isn't the case you will need to take details of assessments that you have carried out to an assessor meeting for discussion.

You should still provide the recommendation for a Permit to the applicant straight after the assessment, there is no need to wait until after an assessor meeting has taken place.

- **Shadow assessments**

To ensure that your standards of assessing are the same as other assessors and to pick up ideas and good practice, it is important that you see others assessing.

- **Work with other Counties**

As the activity Permit scheme is a national scheme, it is important that you work with more than members from your own County.

County Advisors Notes

If assessment is an examination of prior learning/qualifications there is no requirement for two assessors to complete the process but they should continue to moderate through discussion to ensure consistency.

Refer to Fact Sheet [FS120106](#) for full information on moderation.

Appendix I - 'C' Class Waters

What are Class C Waters?

Class C waters are safe inland waters which are less than 100m wide where flow causes little effect (including swimming pools).

They can include ponds and small lakes, swimming pools and other small manmade bodies of water, small rivers and canals where the water flow is limited to surface turbulence caused by the wind. This is not an exhaustive list and other types of water may meet the definition. The key is that the water is sheltered with minimal flow and that it is no bigger than 100m, this means that those in the water can get out within 50m.

There can be circumstances where water classified as Class C waters, on the day of the activity, would no longer remain Class C.

Do I need an Adventurous Activity Permit?

All water activities on Class C waters except power boating are approved by a District Commissioner (or their delegated individual) provided they follow the standards contained within the factsheet "Class C Waters". This allows a variety of activities to take place on Class C waters without the requirement for the leader of the activity to hold an Adventurous Activities Permit. This includes canoeing and kayaking.

County Advisors Notes

Due to the fact that there are readily available C Class waters in Surrey SSWAC have compiled a Guide to Class C Waters which contains more detailed information.

SSWAC will happily provide advice to anyone within scouting relating to these activities, but they will not decide on the activity leader's suitability. It is the responsibility of the authorising person to make the final suitability assessment prior to approving it.

If in doubt, get in touch with the SSWAC team and one of us will be more than happy to offer advice and guidance. You can do so using our email address sswac@surrey-scouts.org.uk.

Refer to Fact Sheet **FS120623** for full details.

Appendix II - Permit Assessment Checklist – Kayak

| Core Skill | Open Inland | | | River | | | Sea | | | Surf | | |
|--|-------------|---|---|-------|---|---|-----|---|---|------|---|---|
| | P | L | S | P | L | S | P | L | S | P | L | S |
| Responsibilities | | | | | | | | | | | | |
| • Be aware of the limits of your own abilities | | | | | | | | | | | | |
| • Choose objectives appropriate to the group | | | | | | | | | | | | |
| • Plan effectively in advance including selecting a suitable venue and contingency plans | | | | | | | | | | | | |
| • Knowledge of rules / regulations which govern the use of water | | | | | | | | | | | | |
| • Able to identify when remote supervision is not appropriate in running kayaking | | | | | | | | | | | | |
| Group Management | | | | | | | | | | | | |
| • Establish a clear means of communication with the group | | | | | | | | | | | | |
| • Demonstrate the ability to maintain line of sight within the group and surrounding environment | | | | | | | | | | | | |
| • Show an understanding that group leaders must combine good panning with making honest decisions and judgements in advance | | | | | | | | | | | | |
| • Know how to position themselves to most effectively manage the group | | | | | | | | | | | | |
| • Able to identify group members with skills and experience to be able to lead kayaking as a designated leader under supervision | | | | | | | | | | | | |

| | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|
| • Able to set up appropriate monitoring systems to effectively supervise kayaking groups | | | | | | | | | | | | |
| • Able to ensure that designated leaders are aware of their responsibilities. | | | | | | | | | | | | |
| Risk Assessment | | | | | | | | | | | | |
| • Know how to complete a risk assessment | | | | | | | | | | | | |
| • Able to effectively identify hazards and risks and know how to reduce or remove them, during kayaking | | | | | | | | | | | | |
| • Able to train participants to carry out their own dynamic risk assessments | | | | | | | | | | | | |
| • Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly | | | | | | | | | | | | |
| • Able to identify emergency procedures in a number of situations | | | | | | | | | | | | |
| Weather | | | | | | | | | | | | |
| • Knowledge of where to gain weather information | | | | | | | | | | | | |
| • Knowledge of how weather conditions can affect kayaking (e.g. water levels and speed, wind direction and strength ect.) and how this may affect the Permit operations | | | | | | | | | | | | |
| Technical | | | | | | | | | | | | |
| • B1 waters – Ability to paddle to the standard of the British Canoeing 3 Star or White Water/Touring/Sea Award (as appropriate for the environment) | | | | | | | | | | | | |
| • B2 waters - Ability to paddle to the standard of the British Canoeing Moderate Water Leader (discipline specific) | | | | | | | | | | | | |

| | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| • B3 and A waters - Ability to paddle to the standard of the British Canoeing Advanced Water Leader (discipline specific) | | | | | | | | | | | | | |
| • Ability to identify and explain water features, their effects, utility and associated dangers | | | | | | | | | | | | | |
| • Understand and be able to teach use of paddling techniques | | | | | | | | | | | | | |
| • Experience in a variety of environments for kayaking | | | | | | | | | | | | | |
| • Experience of working with a variety of different activity groups in kayaking | | | | | | | | | | | | | |
| Emergency Procedures | | | | | | | | | | | | | |
| • Knowledge of relevant procedures in the event of an accident | | | | | | | | | | | | | |
| • Ability to retrieve a capsized paddler | | | | | | | | | | | | | |
| • Ability to support a capsized paddler with rescue | | | | | | | | | | | | | |
| • Ability to retrieve an entrapped paddler or craft | | | | | | | | | | | | | |
| • Ability to recover an incapacitated paddler (conscious and unconscious) | | | | | | | | | | | | | |
| • Ability to recover a swamped craft | | | | | | | | | | | | | |
| • Ability to self rescue | | | | | | | | | | | | | |
| • Ability to carry out the skills required for the British Canoeing Advanced Surf Safety and Rescue | | | | | | | | | | | | | |
| Equipment | | | | | | | | | | | | | |
| • Knowledge of personal equipment requires, how it is used and the importance of it being of the appropriate size for the user | | | | | | | | | | | | | |

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| • Knowledge of group equipment required and how it is used | | | | | | | | | | | | |
| • Understanding of additional equipment required by the leader | | | | | | | | | | | | |
| • Knowledge of the different types of kayak available and what type of water they are suitable for | | | | | | | | | | | | |

Notes:

Appendix III - Permit Assessment Checklist – Canoe

| Core Skill | Open Inland | | | River | | | Sea | | |
|--|-------------|---|---|-------|---|---|-----|---|---|
| | P | L | S | P | L | S | P | L | S |
| Responsibilities | | | | | | | | | |
| • Be aware of the limits of your own abilities | | | | | | | | | |
| • Choose objectives appropriate to the group | | | | | | | | | |
| • Plan effectively in advance including selecting a suitable venue and contingency plans | | | | | | | | | |
| • Knowledge of rules / regulations which govern the use of water | | | | | | | | | |
| • Able to identify when remote supervision is not appropriate in running canoeing | | | | | | | | | |
| Group Management | | | | | | | | | |
| • Establish a clear means of communication with the group | | | | | | | | | |
| • Demonstrate the ability to maintain line of sight within the group and surrounding environment | | | | | | | | | |
| • Show an understanding that group leaders must combine good panning with making honest decisions and judgements in advance | | | | | | | | | |
| • Know how to position themselves to most effectively manage the group | | | | | | | | | |
| • Able to identify group members with skills and experience to be able to lead canoeing as a designated leader under supervision | | | | | | | | | |

| | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| • Able to set up appropriate monitoring systems to effectively supervise canoeing groups | | | | | | | | | |
| • Able to ensure that designated leaders are aware of their responsibilities. | | | | | | | | | |
| Risk Assessment | | | | | | | | | |
| • Know how to complete a risk assessment | | | | | | | | | |
| • Able to effectively identify hazards and risks and know how to reduce or remove them, during canoeing | | | | | | | | | |
| • Able to train participants to carry out their own dynamic risk assessments | | | | | | | | | |
| • Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly | | | | | | | | | |
| • Able to identify emergency procedures in a number of situations | | | | | | | | | |
| Weather | | | | | | | | | |
| • Knowledge of where to gain weather information | | | | | | | | | |
| • Knowledge of how weather conditions can affect canoeing (e.g. water levels and speed, wind direction and strength ect.) and how this may affect the Permit operations | | | | | | | | | |
| Technical | | | | | | | | | |
| • B1 waters – Ability to paddle to the standard of the British Canoeing 3 Star or Canoe Award | | | | | | | | | |
| • B2 waters - Ability to paddle to the standard of the British Canoeing Canoe Leader | | | | | | | | | |
| • B3 and A waters - Ability to paddle to the standard of the British Canoeing Advanced Canoeing Leader | | | | | | | | | |
| • Ability to identify and explain water features, their effects, utility and associated dangers | | | | | | | | | |

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| • Understand and be able to teach use of paddling techniques | | | | | | | | | |
| • Experience in a variety of environments for canoeing | | | | | | | | | |
| • Experience of working with a variety of different activity groups in canoeing | | | | | | | | | |
| Emergency Procedures | | | | | | | | | |
| • Knowledge of relevant procedures in the event of an accident | | | | | | | | | |
| • Ability to retrieve a capsized paddler | | | | | | | | | |
| • Ability to support a capsized paddler with rescue | | | | | | | | | |
| • Ability to retrieve an entrapped paddler or craft | | | | | | | | | |
| • Ability to recover an incapacitated paddler (conscious and unconscious) | | | | | | | | | |
| • Ability to recover a swamped craft | | | | | | | | | |
| Equipment | | | | | | | | | |
| • Knowledge of personal equipment requires, how it is used and the importance of it being of the appropriate size for the user | | | | | | | | | |
| • Knowledge of group equipment required and how it is used | | | | | | | | | |
| • Understanding of additional equipment required by the leader | | | | | | | | | |
| • Knowledge of the different types of canoe available and what type of water they are suitable for | | | | | | | | | |
| Notes: | | | | | | | | | |

Appendix IV - Permit Assessment Checklist – SUP

| Core Skill | Open Inland | | | River | | | Sea | | |
|---|-------------|---|---|-------|---|---|-----|---|---|
| | P | L | S | P | L | S | P | L | S |
| Responsibilities | | | | | | | | | |
| • Be aware of the limits of your own abilities | | | | | | | | | |
| • Choose objectives appropriate to the group | | | | | | | | | |
| • Plan effectively in advance including selecting a suitable venue and contingency plans | | | | | | | | | |
| • Knowledge of rules / regulations which govern the use of water | | | | | | | | | |
| • Able to identify when remote supervision is not appropriate in running SUP | | | | | | | | | |
| Group Management | | | | | | | | | |
| • Establish a clear means of communication with the group | | | | | | | | | |
| • Demonstrate the ability to maintain line of sight within the group and surrounding environment | | | | | | | | | |
| • Show an understanding that group leaders must combine good panning with making honest decisions and judgements in advance | | | | | | | | | |
| • Know how to position themselves to most effectively manage the group | | | | | | | | | |

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| <ul style="list-style-type: none"> • Able to identify group members with skills and experience to be able to lead SUP as a designated leader under supervision | | | | | | | | | |
| <ul style="list-style-type: none"> • Able to set up appropriate monitoring systems to effectively supervise SUP groups | | | | | | | | | |
| <ul style="list-style-type: none"> • Able to ensure that designated leaders are aware of their responsibilities. | | | | | | | | | |
| Risk Assessment | | | | | | | | | |
| <ul style="list-style-type: none"> • Know how to complete a risk assessment | | | | | | | | | |
| <ul style="list-style-type: none"> • Able to effectively identify hazards and risks and know how to reduce or remove them, during SUP activities | | | | | | | | | |
| <ul style="list-style-type: none"> • Able to train participants to carry out their own dynamic risk assessments | | | | | | | | | |
| <ul style="list-style-type: none"> • Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly | | | | | | | | | |
| <ul style="list-style-type: none"> • Able to identify emergency procedures in a number of situations | | | | | | | | | |
| Weather | | | | | | | | | |
| <ul style="list-style-type: none"> • Knowledge of where to gain weather information | | | | | | | | | |
| <ul style="list-style-type: none"> • Knowledge of how weather conditions can affect SUP (e.g. water levels and speed, wind direction and strength ect.) and how this may affect the Permit operations | | | | | | | | | |
| Technical | | | | | | | | | |
| <ul style="list-style-type: none"> • B1 waters – Ability to paddle to the standard of the British Canoeing Paddle sport Leader or SUP Sheltered Water Award | | | | | | | | | |
| <ul style="list-style-type: none"> • B2 waters - Ability to paddle to the standard of the British Canoeing Stand Up Paddleboard Inland Open Water Award or SUP White Water Award / Paddle Surf Award | | | | | | | | | |

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| • B3 and A waters - Ability to paddle to the standard of the British Canoeing Stand Up Paddleboard Coastal Leader Award | | | | | | | | | |
| • Ability to identify and explain water features, their effects, utility and associated dangers | | | | | | | | | |
| • Understand and be able to teach use of paddling techniques | | | | | | | | | |
| • Understand and explain the different leash types recognising environmental hazards | | | | | | | | | |
| • Experience in a variety of environments for SUP | | | | | | | | | |
| • Experience of working with a variety of different activity groups in SUP | | | | | | | | | |
| Emergency Procedures | | | | | | | | | |
| • Knowledge of relevant procedures in the event of an accident | | | | | | | | | |
| • Ability to retrieve a capsized paddler | | | | | | | | | |
| • Ability to support a capsized paddler with rescue | | | | | | | | | |
| • Ability to retrieve an entrapped paddler or craft | | | | | | | | | |
| • Ability to recover an incapacitated paddler (conscious and unconscious) | | | | | | | | | |
| • Ability to recover a swamped craft | | | | | | | | | |
| Equipment | | | | | | | | | |
| • Knowledge of personal equipment requires, how it is used and the importance of it being of the appropriate size for the user | | | | | | | | | |
| • Knowledge of group equipment required and how it is used | | | | | | | | | |

| | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|
| • Understanding of additional equipment required by the leader | ■ | □ | □ | ■ | □ | □ | ■ | □ | □ |
| • Knowledge of the different types of canoe available and what type of water they are suitable for | □ | □ | □ | □ | □ | □ | □ | □ | □ |

Notes:

Appendix IV - Knowledge of Scout Association Rules

This check may be carried out either by the Assessor or the relevant Commissioner. Surrey Scout County recommend this knowledge check is conducted by the Assessor.

The full Scout Association rules written in POR, cover a wide range of topics. For the purposes of Adventurous Activity Permit assessments chapter 9 - Activities is appropriate. The key sections for paddle sports are:

- 9.7 - Adventurous Activity Permit Scheme
- 9.42 - Water Activities - General
- 9.43 - Life Jackets and Buoyancy Aids
- 9.44 - Classification of Waters
- 9.45 - Water Activity Permits
- 9.46 - Boats
- 9.47 - Charter Vessels

Additionally the general principles below relating to activities apply:

- 9.1 - Activity Rules - Application
- 9.2 - Preparation
- 9.3 - In Touch
- 9.4 - Risk Assessment
- 9.5 - Emergency Procedure
- 9.8 - Adult Groups in Adventurous Activities
- 9.9 – Use of External Centres and Instructors

An understanding / appreciation of the Fundamentals of Scouting in Chapter 1 and Key Policies in Chapter 2 is required.

The guidance given in factsheets FS120084 - Scout Led Activities, details the responsibilities of those leading activities (see below) and identifies other relevant factsheets to support the rules quoted above.

The steps required to run Scout led activities are:

- 1) Check POR rules
- 2) Check factsheets
- 3) Check if a Permit is required - **Yes for paddle sports except on class C waters**
- 4) Check whether further insurance is required- **No for paddle sports**
- 5) Check whether HQ needs notifying- **No for paddle sports**
- 6) Complete a risk assessment
- 7) Follow "In Touch" Procedure

Appendix V – Infographic



Scouting Paddlesport Activity Permit Scheme and British Canoeing Qualifications and Awards



Canoeing

| | Open Inland B1 | Open Inland B2 | Open Inland B3-A | River B1 | River B2 | River B3-A | Sea B1 | Sea B2 | Sea B3-A |
|------------------------------------|--------------------------------------|---------------------------------|--|--------------------------------------|----------------------------------|---|--------------------------------------|---|--|
| Qual. & County Assessor | Sheltered Water Canoe Coach | Open Water Canoe Coach | Open Water Canoe Coach (Advanced Water) | Sheltered Water Canoe Coach | White Water Canoe Coach | White Water Canoe Coach (Advanced Water) | Sheltered Water Canoe Coach | Open Water Canoe Coach with appropriate Sea experience | Open Water Canoe Coach (Advanced Water) with Sea experience |
| External Assessor | Sheltered Water Canoe Coach Assessor | Open Water Canoe Coach Assessor | Open Water Canoe Coach (Advanced Water) Assessor | Sheltered Water Canoe Coach Assessor | White Water Canoe Coach Assessor | White Water Canoe Coach (Advanced Water) Assessor | Sheltered Water Canoe Coach Assessor | Open Water Canoe Coach Assessor with appropriate Sea experience | Open Water Canoe Coach (Advanced Water) Assessor with Sea experience |



Kayaking

| | Open Inland B1 & River B1 | Open Inland B2 | Open Inland B3-A | River B2 | River B3-A | Sea B1 | Sea B2 | Sea B3-A | Surf B2 | Surf B3-A |
|------------------------------------|--------------------------------------|--------------------------|---|----------------------------------|---|--------------------------------------|--------------------------|---|---------------------------|--|
| Qual. & County Assessor | Sheltered Water Kayak Coach | Sea Kayak Coach | Sea Kayak Coach (Advanced Water) | White Water Kayak Coach | White Water Kayak Coach (Advanced Water) | Sheltered Water Kayak Coach | Sea Kayak Coach | Sea Kayak Coach (Advanced Water) | Surf Kayak Coach | Surf Kayak Coach (Advanced Water) |
| External Assessor | Sheltered Water Kayak Coach Assessor | Sea Kayak Coach Assessor | Sea Kayak Coach (Advanced Water) Assessor | White Water Kayak Coach Assessor | White Water Kayak Coach (Advanced Water) Assessor | Sheltered Water Kayak Coach Assessor | Sea Kayak Coach Assessor | Sea Kayak Coach (Advanced Water) Assessor | Surf Kayak Coach Assessor | Surf Kayak Coach (Advanced Water) Assessor |



Bell Boat

| | | |
|-----------------------------------|--------------------------------|--------------------------|
| Qual & County Assessor | Bell Boating Bell Boat Helm | County Assessor |
| External Assessor | Bell Boat Helm Assessor | External Assessor |



Rafting

| | (Traditional) B1 | (Traditional) B2* |
|------------------------------------|---|---|
| Qual. & County Assessor | Sheltered Water Canoe Coach Sheltered Water Kayak Coach Sheltered Water Canoe and Kayak Coach | Open Water Canoe Coach (Advanced Water) Sea Kayak Coach (Advanced Water) |
| External Assessor | Sheltered Water Canoe and Kayak Coach Assessor | Open Water Canoe Coach (Advanced Water) Assessor Sea Kayak Coach (Advanced Water) Assessor |



| | |
|------------------------------------|--|
| Qual. & County Assessor | White Water Stadium Raft Guide (man made courses only) River Raft Guide River Raft Leader |
| External Assessor | Stadium Raft Guide Provider River Raft Guide Provider |