



Scouts Australia (New South Wales Branch)

# E1 GUIDE

PO Box 125  
Lidcombe

Phone: 97359000  
Fax: 97359001

## Step 1.

For your own protection ensure you are using the latest E1 downloaded from the web.

*Unfortunately we have to change these as Coroners and Judges hand down new verdicts and decisions that could legally put our Leaders at risk. There is a choice; to knowingly leave our Leaders legally vulnerable, or as we do, update and aim for maximum protection of our Leaders.*

Ensure you read the latest LSG29 on the use of the latest the E1. It is labelled LSG 29 Ver 3. June and will be on the web, and just has the references to 'local' removed, in anticipation.

## Step 2. *(Participants & Parents Advice Parts I & II)*

Part I. The Activity Coordinator (might also be the same person as the Activity Leader) fills in the first 8 lines at the top of page 1, and the line immediately above the signatures which says 'If you have any questions please contact...'

For method of transport: you can put 'Own transport'; 'Meet at hall'; 'Parents are car pooling'; 'Please see 'details' section for transport

details'. For leaving time: if its 'own transport'

leave blank.

Time on line 4 and/or 5 If troubled, for one day events the common quick fix is to either put the time details in the 'details' section OR use the 'Leaving time' or 'From' section on line 4 to put the start and finish times for that date and in two day events, where they go home to sleep and come back for the second day, that date and times on the next line ( 5)..

Emergency contact: On this page it is for the **parents to complete** their emergency contact details **during the activity**, in case **you** need to get in touch with **them** during the activity.

*The rest is for the parents to fill in and Leaders should avoid attempting to put in details. This prevents the parents claiming they didn't fill in illnesses because they thought they only had to sign the permission, when they saw the names and addresses etc. had already been added by the leader. It happens, especially when they are complaining.*

## Step 3. *(Participants & Parents Advice Parts I&II)*

Part II. *(If filling it in on the computer then the first 7 lines are automatically filled in).*

The three boxes need to be ticked if you know the answers. If you don't, then make a comment in the 'Details 'box. E.g. 'An adult female will also attend if there are female scouts at the activity.' *(The adult female doesn't have to participate in all the specified activities, just be there.)*

Emergency Contact: This is for the emergency contact for parents if they are concerned. It doesn't have to be a Leader just someone accessible during the activity, often a Leader's partner; this shouldn't stop it being another Leader who isn't going.

Details Section: This is the most important section from the Leaders point of view. This is where you can prove you gave the parent enough information so they could make an informed decision before signing any permission.

A one line 'We will be camping' is NOT sufficient. You should provide some **reasonable** explanation of what will happen *(not all scouts have been to camp before).*

*(The adequacy of the information provided and proof it was provided has saved a few people in Court cases. This is where the "if you have any questions" on page 1 pays off. If parents complain at a later time they 'didn't know that' and it wasn't in the details section and yet there was a reasonable amount of detail they then can be asked "Why didn't you ring?" Scouts or the organisers offered to answer questions.)*

Sample Details: (These are based mainly on questions and complaints we have received from parents)

- A. The Scouts will be sleeping in same sex tents; cooking own food on LPG stoves: there will be swimming in the river (buddied up with another scout for water activities), as well as other appropriate bush type activities. *and/or*
- B. In addition there will be some abseiling training on an 8 metre high rock face. They will be closely supervised by two leaders who both hold senior abseiling qualifications. Each scout will wear a helmet; be in a safety harness; as well as being attached to a safety line (a belay). *and/or*
- C: In addition there will be some canoeing and each scout will wear a 'personal floatation device' and buddied up with another scout. *and/or*
- D: Parents please remind you child to take his/her water bottle on the hike, not good if forgotten.

#### Step 4. Part III (Activities and Rescue pages)

Common sense must prevail. On the first of these pages you only need to fill in the relevant boxes. For example if a standing camp at a local training camp map references and alternate routes are not really necessary. However, it would be vital for hikes in to the forest or mountains. Ensure all appropriate lines are completed and boxes ticked, you can never provide too much information.

All details **MUST** be filled in on the last page. However, to meet the 14 day lodgement it might not be possible to give all the names of those participating at an early stage.

**If** you cannot provide all the participants' names before lodging this E1 then ensure a full list, with changes, arrives with the appropriate people before the activity. **BUT** make sure you note this will happen in the section where the names should go.

#### Step 5

When checking the parent/participant's returned form, prior to camp, you look for 3 things:

- I. Has the parent put in the identifying details of the child and signed the form. (NO? Then back it goes to the parent).
- II. Have the parent indicated if the child can swim 50 metres, or can participate in the activities by ticking those particular boxes, no - they haven't? Simple answer: that particular Scout can't participate in those activities. Fairness would indicate the need to explain to the Scout what he/she will miss, and get them to take the E1 back to their parents. This helps guarantee the Scout will have the parents tick the correct boxes very quickly. (When sent back to be completed the parent should initial the ticks so you can be sure the Scout didn't simply go outside and do it themselves).
- III. If the parents haven't indicated any illnesses that's their prerogative, as is providing a Medicare number. *We don't ask for Health or Ambulance Fund anymore, too many parents complained about Scouts authorising private care, it is the parents choice not ours. The care the Scout gets is the same until the hospital or doctor talks to the parents. Ambulances now send the account to the patient for lodgement with their fund.*

As always note the medical conditions marked, on the front and back of the first page, and ensure you are up to date on how to administer first aid to these conditions and if necessary make appropriate arrangements. E.g. No peanut products/oil if you have a Scout with peanut allergy, and advised parents to ensure their children don't smuggle in peanut products.

#### Points to remember:

- \* E1s must be for the specific activity and on the mentioned dates, the information relevant to that specific activity.
- \* It's preferable to give too much, rather than not enough information to parents and authorities.