

Nights Away Notification Approval Process

Leadership Team plans nights away event. Ensures:

- Permit Holder & Leader in charge identified
- Designated First Response (or full first aid, depending on activities) holder
- Event planned appropriately (Programme, logistics, risk assessment, medical/health)
- GSL/DESC/DNSC is informed of the planned event

At least 7 days before event (ideally 14 days)
Permit Holder submits NAN Form

Online NAN Form
Submission

DC adds notification to online NAN

Notification in writing
(via Form and email/post)

Automatic approval process started

DC and DDC notified via email approval or through 'Flow'

Approver (first to respond) checks NAN submission and adds comments:

1. Each adult has a valid DBS, and valid Safety and Safeguarding Training
2. Permit holders have valid permits for the activity described.
3. One adult has valid first aid training (as appropriate)
4. Requests additional document as required

More information or training needed
Approver adds comments/request and clicks 'More info needed'

Permit holder responds with additional information

Approver checks additional information

Approval

- Added to district team
calendar automatically

Rejected

- Email sent to permit holder