

SAFETY INSTRUCTIONS



Safety Instructions 2019 / 2021

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FOREWORD

These Safety Instructions have been prepared from the perspective of Guiding and Scouting activities for local groups and their activities. The key forms of Guiding and Scouting activities are various trips, camps and sailing trips where diverse people act, work and live together. This also means that there is a chance that injuries and accidents could occur.

We, the Guides and Scouts, should remember our responsibilities and obligations in all activities. As Guide/Scout leaders, we have been entrusted with Guides and Scouts, children and youth from different backgrounds. Safe Guiding and Scouting requires common practices and instructions to ensure that the activities are as safe and enjoyable as possible for all participants.

Organizing activities in accordance with the Safety Instructions is included in the training for each Scouting task. The Local Group Leader in particular must ensure that the leaders are up to speed when it comes to the duties of their task and that the local group follows the Safety Instructions.

All sorts of things can happen in the Scouts, as in life in general. If nothing was done, nothing would happen! The best way to be prepared for accidents is to carefully plan all activities beforehand. Safe activities and activity planning also includes psychological safety.

The purpose of these instructions is to prevent accidents, prepare for accidents and provide instructions for dealing with them. These Safety Instructions are supplemented by the safety instructions for water-based activities for the Guides and Scouts of Finland (Turvallisuusmääräyksiä ja -ohjeita partiotoimintaan vesillä) and the guidelines to promote the wellbeing of children and youth (Safely Together Guideline).

Safety is the way we do things at The Guides and Scouts of Finland!

The Guides and Scouts of Finland



WHAT IS SCOUTING?

The Scout movement is the world's biggest youth movement with 45 million Guides and Scouts in over 200 countries. The aim of Scouting is to foster the growth of children and youth while observing their individual characteristics. The goal is to produce members of their local, national and international communities who have a well-balanced personality and lifestyle and are responsible, active and capable of independent thought. The Scout movement is voluntary by nature. Doing things together is at the heart of everything. You can hardly find a hobby that is more versatile than Scouting.

The Guides and Scouts of Finland is the biggest youth organization in Finland, and roughly 65 000 Guides and Scouts take part in its activities. The Finnish Scout movement consists of local groups that organize Scouting activities and Scout Districts and Finlands Svenska Scouter r.f. (FiSSc) that support these activities and the central organization (Suomen Partiolaiset - Finlands Scouter ry, SP-FS, The Guides and Scouts of Finland).

Local groups across Finland are divided into ten Scout Districts based on their geographical location. The districts support the activities of the local groups by organizing events and trainings and by coordinating regional cooperation. The local groups are the fundamental units of Guiding and Scouting and serve as judicially independent entities. Each local group has about 20–300 Guides and Scouts. The local groups can be mixed or girl or boy groups. All in all, there are about 800 local groups in Finland, and about two thirds of them are mixed groups.

The local groups usually consist of smaller groups, namely Cub Scout Packs, Adventurer Teams and Tracker, Explorer and Rover Scout Patrols. Guides and Scouts meet every week at the meeting place of their local group, known as the Scout hut. The meetings involve activities suitable for the age group where the group learns nature and camping skills, crafts, groupwork skills, creativity, taking action and taking responsibility. The skills and tasks gradually grow with age. The idea is to achieve the purposes and goals of Scouting through versatile activities. The activities rely on the power of experiences and adventure. Experiences provide joy and meaning in life, whereas adventures improve our confidence in our skills and abilities. Guides and Scouts spend a lot of time in nature, walking, skiing, climbing, kayaking and sailing.

Safety training and education for everyone

Everyone in the Scouts, from Cub Scouts to adults, is personally responsible for the safety of the activities. Safe activities cannot be outsourced to the Safety Officer or the Event Leader alone. Everyone is responsible for behaving in a way that makes the activities safe both physically and psychologically. The Event Leader is ultimately responsible for the safety of each event.

The safety education in the Scouts is progressive, similarly to all other Scouting education. Scouting activities include learning first aid, nature, camping and people skills starting from early childhood. This ensures that every Guide and Scout has a basic understanding of the things that affect safety and the ability to apply these things in their activities. Safety considerations are always present in Scouting activities, materials and trainings.

The training packages of the Guides and Scouts have separate modules for safety. They are “Safe conduct in the Guides and Scouts”, “Safe conduct in the group”, “Safe operations in the local group” and “Safe operating culture in the local group”. The purpose of the training modules is to ensure that every adult and young leader with a task is given training that supports the task, including the safety aspects.



REQUIREMENTS OF TRIP AND CAMPING ACTIVITIES

This section describes the requirements of The Guides and Scouts of Finland for Guides and Scouts and their leaders who take part in trip and camping activities. The chapter provides the minimum requirements for activities. However, you should keep in mind that you can improve the standard of Scouting activities, for instance by increasing the number of leaders above the minimum requirement or appointing leaders who are more trained than what is required.

The minimum requirements of these Safety Instructions must be fulfilled when planning the safety of activities. If these Safety Instructions are ignored when planning an event, the Scout insurance will not cover any damages that may occur. The Event Leader is responsible for planning and organizing safe activities.

Membership Fee

Everyone participating in Scouting activities has to pay the membership fee of the Scouts (unless the person has been explicitly granted an exemption from paying the membership fee). The fee includes the shares of The Guides and Scouts of Finland, the Scout District and possibly the local group. The Scout insurance covers all Guides and Scouts who have paid their membership fee during Scouting activities. The local group is responsible for adding new members to the insurance cover. The Member Register Administrator of the local group adds new members to the Scout register Kuksa and thereby to the insurance cover.

Scout Insurance

All Guides and Scouts who have paid their membership fee have business liability, accident, passenger, luggage and travel liability insurance coverage at Lähi-Tapiola. EVP insurance is for people who are not members of The Guides and Scouts of Finland, but are becoming familiar with Scouting activities. Scouting activities refer to activities in compliance with the operating plan or activities of which the local group, district or central organization is aware. The Scout insurance is always the secondary option in the case of accident and travel insurances. In case of an accident, compensation is claimed primarily through the insured person's personal insurance, if they have one.

Up-to-date information about the scope of the insurance and instructions for claiming compensation can be found on the website of the Guides and Scouts at scouts.fi/contact-information/scout-insurance/

General Instructions

You should keep safety in mind when planning trips, camps, hikes and overseas travel. You need to draw up a safety plan well in advance before a trip. The plan should describe your preparations for dangers and accidents, measures to prevent them and instructions on what to do in an accident. It is up to the leader to make sure that the participants' physical and psychological safety is taken into consideration during a trip. When making and implementing plans, you should also remember to reserve enough time for rest. If an injury or accident occurs, coping with it largely depends on the currency of your safety skills and the adequacy and working condition of equipment.



You must ask the participants to provide all information that is necessary on the trip, camp, hike or travel in advance. This includes the participant's health (mental and physical), allergies, special diet, medication and ability to swim. The Event Leader also needs to know the guardians' contact details during the event. If the participants have severe chronic health conditions, such as asthma, diabetes, epilepsy, a mental illness or a severe allergy, at least one of the leaders participating in the event must know how to provide first aid in case of a sudden attack of illness. Before the event, you should also make sure that the participant has brought the essential medication with them.

Children under the age of 18 must have written permission from their guardian to take part in a camp, hike or trip overseas. If the guardian registers their under-age child through Kuksa, permission is given automatically. Children under the age of 15 must also have written permission from their guardian to take part in a trip.

In addition to these instructions, Scouting activities on the water comply with the safety instructions for water-based activities for the Guides and Scouts of Finland (“Turvallisuusmääräyksiä ja -ohjeita partiotoimintaan vesillä”). The Finnish instructions can be found on the website at: www.partio.fi/lippukunnille/lippukunnan-johtaminen/toiminnan-turvallisuus/turvallisuusohjeet/

In addition to these instructions, Scouting activities must also comply with the instructions and provisions in laws and regulations. These include the Finnish Rescue Act, Assembly Act and Environmental Protection Act. The instructions of Finnish Safety and Chemicals Agency (TUKES) on promoting the safety of programme services (“Ohjelmapalveluiden turvallisuuden edistäminen”, Tukes Guide 2/2015. Finnish Safety and Chemicals Agency) must be followed in the following cases: a local group organizes an activity for a large number of participants (usually meaning hundreds of people), outsiders take part in activities, activities are organized for the purpose of fundraising or the activity involves particular risks (such as pyrotechnics (fireworks, explosives etc.)).

Data Protection

Event organizers should process the personal data of Guides and Scouts legally and reliably. The careful processing of personal data means, for instance, taking the principles of data protection into consideration when planning an event as well as during and after it.

Everyone making the event happen must behave methodically, become familiar with the instructions of the Guides and Scouts of Finland and use the official tools of the organization, which have carefully considered data protection and security and whose use, implementation support and customer service is up to the Guides and Scouts of Finland.

The instructions and documents for processing personal data in the Scouts can be found at www.partio.fi/tietosuoja (in Finnish).

Notice of Activities

The Local Group Leader is responsible for the activities of the local group – including their safety. The Local Group Leader should be aware of all the trips, camps, sailing trips, hikes and overseas travel that the group organizes. The leader notifies the Local Group Leader of the event beforehand or, alternatively, the decision to organize the event must be entered in the record of the Leader Council or the Board or in the operating plan of the local group. The Local Group Leader should know at least the Event Leader, time and destination, and the intended route and alternative route, they can then answer any questions from parents or initiate crisis communication measures, when needed, together with a representative of the district.

It is a good idea to also inform the office of the Scout District of all camps and demanding hikes.



Trips overseas should be reported to the central office of the Guides and Scouts of Finland. The contact information can be found on the website of the central organization <https://scouts.fi/>.

Definitions

- A day trip lasts for one day and does not involve staying the night anywhere.
- A trip lasts at least overnight, with accommodation either indoors or outdoors in nature.
- A camp is held on a fixed campsite. A camp lasts for at least three nights.
- A hike lasts for at least three nights and involves staying the night in different places.
- Trip experience means that the leader has experience in similar activities.
- First aid skills means that the leader is able to deal with an accident and can provide emergency first aid.
- A Scout Leader License allows you to work in tasks that require Scout Leader expertise. Those who have completed the basic training for Scout Leaders can apply for a License. Apply for the License from your Scout District.

Trips

Trip Leader

- We recommend that you choose two Trip Leaders who work together as a pair.
- Their membership in the Guides and Scouts of Finland must be valid (membership fee paid).
- A Trip Leader should be at least 18 years of age and an akela of a Cub Scout Pack or an Adventurer Team, a sampo or some other person appointed by the local group for this purpose. The second leader must be at least 15 years of age.
- The Trip Leader of Tracker and Explorer Patrols can be a Patrol Leader who is at least 15 years of age, if for instance the adult support (luotsi) or some other leader over the age of 18 (who has a Scout Leader License) appointed for this purpose by the local group considers the Patrol Leader competent enough to be a Trip Leader. The adult support (luotsi) or other leader also takes part in planning the trip and participates in the trip, if needed.
- A Rover Patrol can organize its trips independently as long as the local group knows about the trip.
- The Trip Leader must be familiar with the Safety Instructions of the Guides and Scouts of Finland.
- The Trip Leader must have personal experience in similar trip activities.
- Their first aid skills must be up to date: either a valid EA1 certificate (First Aid) or equivalent skills that are practised regularly.

The attachments include a pre-trip letter template and the Trip Leader's checklist.

Other Leaders of a Trip

- Their membership in the Guides and Scouts of Finland must be valid (membership fee paid).
- A trip should have a sufficient number of leaders compared to the number of children and youth and the degree of difficulty.



Camps

Camp Leader

- We recommend that you choose two Camp Leaders who work together as a pair.
- Their membership in the Guides and Scouts of Finland must be valid (membership fee paid).
- One of the Camp Leaders must be at least 18 years of age. The second leader must be at least 15 years of age.
- One of the leaders must have a Scout Leader License.
- The Camp Leader must be familiar with the Safety Instructions of the Guides and Scouts of Finland.
- The leaders must have experience in similar camp activities.
- Their first aid skills must be up to date: either a valid EA1 certificate (First Aid) or equivalent skills that are practised regularly.
- The local group's Leader Council or the Board approves individuals as Camp Leaders.

Other Leaders of a Camp

- Their membership in the Guides and Scouts of Finland must be valid (membership fee paid).
- You must have one leader over the age of 18 for every ten campers. In addition, you must have at least one leader over the age of 22 for every fifty campers.
- The Camp Leaders should be familiar with the Safety Instructions of the Guides and Scouts of Finland.
- The other leaders of the camp must have personal experience in similar camp activities.
- Their first aid skills must be up to date: either a valid EA1 certificate (First Aid) or equivalent skills that are practised regularly.

Hikes

Hike Leader

- We recommend that you choose two Hike Leaders who work together as a pair.
- Their membership in the Guides and Scouts of Finland must be valid (membership fee paid).
- The Hike Leader must be at least 18 years of age.
- The Hike Leader can also be over the age of 15, if for instance an adult support (luotsi) or some other leader over the age of 18 (who has a Scout Leader License) appointed for this purpose by the local group considers them competent enough to be a Hike Leader.
- The adult support or other leader also takes part in planning the hike and participates in the hike, if needed.
- The Hike Leader must have a Scout Leader License.
- The Hike Leader must be familiar with the Safety Instructions of the Guides and Scouts of Finland.
- The Hike Leader must take part in the hike.
- The Hike Leader must possess skills in trip and hiking activities.
- Their first aid skills must be up to date: either a valid EA1 certificate (First Aid) or equivalent skills that are practised regularly.



Hiking Safety

A good hiking plan includes a rescue plan.

Basic hiking plan:

- State your starting time, intended route and possible alternative routes.
- Write down the coordinates of the places where you plan to spend the night.
- Plan to rest on every third day.
- If you are unfamiliar with the local conditions, always ask for more information about them in advance.
- Take the time of year and weather conditions into consideration.
- Prepare for a worst-case scenario.
- Do not choose hiking trails that are too demanding.
- Do not overestimate your capabilities or those of your group.
- Avoid taking unnecessary risks.
- Check the reception of mobile phones in the area where you plan to hike. (www.traficom.fi/en/)
- Technical tools are always uncertain; do not count on them to always work.

You should keep in mind that the hike should not be too demanding for anyone in the group. Nobody should be allowed to wander alone in the wild, and the group must stay together. An arrogant attitude to the wilderness, bad leadership, bad weather, insufficient gear, an accident and bad orienteering skills can cause dangerous situations during a hike.

Dangerous situations turn into emergencies if the leader loses control of the situation. Avoiding this demands a great deal from the Hike Leader. They must be able to take action in circumstances that cannot be practised beforehand. They must be able to act rationally when they are exhausted and cold. They cannot rely on outside help but are personally responsible for the group.

Extreme Hiking

Adventure activities – such as climbing, cross-country cycling, diving and whitewater rafting – are popular. You should be aware of the special risks of adventure sports and follow the safety guidelines of each sport. You must pay special attention to the safety of the participants. No adventure sport should be started without expert guidance. This should also be taken into consideration when planning Scouting skill competitions. Adventure sports may be instructed and taught only by a qualified individual who meets the requirements for a trainer provided by the sports federation and fulfils the safety requirements of the sports federations and TUKES. Before taking part in adventure activities, you should find out if your insurance covers any damage and injuries that may occur in the sport in question.

More information is available from sports federations.

Finnish Climbing Association: www.climbing.fi

Finnish Divers' Federation: www.sukeltaja.fi



Scouting Trips Abroad

Tour Leader

- We recommend that you choose two Leaders for the trip who work together as a pair.
- Their membership in the Guides and Scouts of Finland must be valid (membership fee paid).
- The Tour Leader must be at least 18 years of age.
- The Tour Leader must have a Scout Leader License.
- The Tour Leader must be familiar with the Safety Instructions of the Guides and Scouts of Finland.
- The Tour Leader must have skills in project management and leading people and cultural sensitivity.
- Their first aid skills must be up to date: either a valid EA1 certificate (First Aid) or equivalent skills that are practised regularly.
- The Leader Council of the local group or area, the Board, the International Relations Committee, the District Board or some other party in charge of organizing the trip approves the Tour Leaders.

Other leaders of the trip

- Their membership in the Guides and Scouts of Finland must be valid (membership fee paid).
- You must have at least one leader over the age of 18 for every ten participants. In addition, you must have at least one leader over the age of 22 for every fifty participants.
- The leaders of the trip must be familiar with the Safety Instructions of the Guides and Scouts of Finland.
- The other leaders of the trip must possess skills that support the organization of a safe, successful Scouting trip, while considering the support that the Tour Leaders may need.
- Their first aid skills must be up to date. One of the leaders is named the First Aid Officer.
- At least one of the Tour Leaders or participants must be able to speak the local language or a language that you can get by with in the destination, such as English.

Rovers' Overseas Project

- The Rover Scout Patrol (e.g., a Patrol composed of the Rovers in a local group or area) carries out the Rovers' Overseas Project according to the Rover Programme independently with the support of the adult support of the Rover Patrol.
- The Patrol chooses a Tour Leader from among themselves. The Tour Leader acts as the chairperson of planning meetings and is responsible for ensuring that all tasks, including the writing of a safety plan, are distributed evenly among the Patrol members.
- The adult support helps the Rover Patrol take safety into consideration already before the trip.



Safety When Travelling Abroad

The Guides and Scouts of Finland must always be notified of international Scouting trips, including sailing trips abroad, using the “Ilmoitus partiomatkasta” form that can be found on the website of the central organization. The Scout insurance is valid only on trips that have been duly reported.

Before the trip, you must become familiar with the country-specific travel advice provided by the Ministry for Foreign Affairs of Finland, and the security situation and health and vaccination requirements of the country of destination. You must also submit a travel notification to the Ministry for Foreign Affairs. You should become familiar with the laws of the country of destination to the extent that is necessary for the trip.

The safety plan must contain the emergency numbers of the country of destination and the contact details of the Embassy of Finland, provided by the Ministry for Foreign Affairs, which must be given to everyone going on the trip. In extremely severe cases, you must always contact the local authorities. The main points of the incident must always be written down for the sake of further investigations. Before leaving, you should check your insurance coverage in terms of the destination and the activities you will perform during the trip.

If you take part in the camps or events of other WOSM or WAGGGS member organizations, you may be asked to confirm that the group members are members of the Guides and Scouts of Finland. If the event organizer asks for confirmation, you can obtain it by contacting the office of the Guides and Scouts of Finland, where you can also order an international membership card for the Tour Leader, if needed. Confirmation is not required in all events.



INSTRUCTIONS FOR SCOUTING ACTIVITIES

Anticipation

The risks affecting the safety of Scouting activities must always be identified before trips, camps, sailing trips and travelling. You should prepare well ahead of time to prevent risks and to take measures and respond in other ways if a risk occurs. The purpose of this is to ensure that risks are considered, their occurrence is minimized and you know the correct procedure to follow if an injury or accident occurs. Due to this, the entire trip/camp organization should be aware of / know the content and guidelines of the safety plan.

The attachments include a Camp Safety Plan form to help prepare a safety plan.

When planning safety, you must go through the following:

- event, time and place
- names of leaders who will be present and their division of duties (e.g., those in charge of first aid and catering)
- number of participants
- condition and location of safety equipment (e.g., first aid kit, extinguishing equipment and phone).

You must also answer the following questions:

- What are the threats at the event (e.g., terrain, use of fire, waterways, traffic)?
- How will you prepare for these threats?
- What will you do if a threat occurs?
- How will the emergency vehicle get there? Who will guide it and how?
- Where is the nearest health centre / emergency health care facility? When is the health centre / emergency health care facility open?

How will you ensure psychological safety?

- Use the Safely Together and the Comfortably Together guidelines.

Emergency Plan

An emergency plan covering the measures referred to in section 14 shall be drawn up for a building or other site which, with regard to evacuation safety or rescue operations, is exceptionally demanding or where the risk to the safety of persons or to fire safety or the risk to the environment or cultural property, or the damage caused by any accident, may be considered serious.

The drawing up of the emergency plan is the responsibility of the occupant of the building or the site. If more than one business and industrial operator operates in the building, the occupant of the building shall draw up the emergency plan in cooperation with the business and industrial operators.

The emergency plan shall contain the details of:

1. the conclusions on the assessments of the dangers and risks;
2. the safety arrangements of the building and the facilities used for the operations carried out in the building or at the site;



3. the instructions for building residents and other persons on how to prevent accidents and what action to take in accidents and dangerous situations;
4. any other measures related to self-preparedness at the site. (Rescue Act 379/2011, Section 15)

You must draw up an emergency plan for:

- a Scout cabin or a similar place of accommodation if it is rented to outsiders
- facilities that are used to temporarily accommodate a group of 20 people or more
- an event organized by the local group for a large number of participants (over 200 people) or which has some other special reason that causes a severe risk to the safety of the event (such as multiple open fires in a camp or pyrotechnics).

The emergency plan should include the following:

- the conclusions on the assessments of the dangers and risks
- the safety arrangements of the building and the facilities used for the operations carried out in the building or at the site
- the instructions for building residents and other persons on how to prevent accidents
- the instructions for building residents and other persons on what action to take in accidents and dangerous situations
- any other measures related to the self-preparedness at the site

The emergency plan must be submitted to the regional rescue authorities according to the instructions provided by the authorities. Check the orders and instructions of the rescue authorities in your region.

You can find the contact details of rescue departments here: <https://pelastustoimi.fi/en/rescue-departments>

Emergency Plan for Public Events

The organiser of a public event or other event that, on account of the large number of participants or some other special reason, involves a substantial risk to the safety of persons or fire safety shall draw up an emergency plan for the event.

The dangers and risks concerning the event shall be detailed and assessed in the emergency plan for a public event. The safety arrangements for the event and the instructions issued to the personnel responsible for the carrying out of the event and the public taking part in the event on how to prevent accidents and what action to take in accidents or dangerous situations shall be defined on the basis of them.

The emergency plan for a public event shall be submitted to regional rescue authorities for information no later than 14 days before the start of the event.

(Rescue Act 379/2011, Section 16)

You can find a Finnish template for an emergency plan for a public event on the website of the Rescue Departments' Partner Network (<https://www.pelastuslaitokset.fi/julkaisu/pelastussuunnitelmapohja>).



Emergency Plan for a Cabin

An emergency plan must be drawn up for a Scout cabin that is rented to outsiders and that can provide temporary accommodation for more than 20 people. (Grounds: Government Decree on Rescue Services 407/2011, Section 1, Chapters 5 and 6). An emergency plan must be drawn up for Scout cabins because the emergency plan serves as the cabin's instructions for use and activities. When drawing up an emergency plan, the risks in and around the cabin are identified. This may reveal risks that have not necessarily been prepared for yet.

The emergency plan is drawn up by the cabin's owner, and everyone using the cabin must read it. The plan is kept at the cabin and it is also submitted to the regional rescue department. The emergency plan details, for example, the risks associated with activities at the cabin, risk prevention and what to do if something happens.

An emergency plan template for a cabin can be found in the attachments.

Big Events and Events Organized for Others

The organizer of a public event is responsible for the overall safety of the event.

Public events are aimed at consumers and are subject to the Consumer Safety Act. Further provisions on some safety-related matters are given in other legislation, such as the Rescue Act. Safety is composed of many elements, such as audience safety, fire safety, first aid, security stewarding, crime prevention and food safety. The Consumer Safety Act does not, however, apply to non-profit associations, such as a local Scout group, when it provides services only to its members and without seeking financial gain.

Event safety is supervised by several authorities. The Police supervise matters under the Assembly Act and the Public Order Act, among others. Rescue departments conduct, e.g., fire inspections in facilities, and municipal authorities grant permits related to land use and waste management.

The local group must draw up a safety document if:

- a. more than 200 people in total take part in an event (including the Guides and Scouts and outsiders)
- b. the purpose of the activities is to raise funds
- c. the activities involve special risks (for instance, the use of pyrotechnics, meaning fireworks, or fire as a special effect).

The safety document can be combined with the plans required by the Police and the rescue authorities.

A written notification of a public event must be filed with the Police. If there are only a few participants or the nature of the event does not require special traffic arrangements or measures to maintain order and safety, a notification may not be needed. The notification needs to be submitted at least five days before the event. More information is available on the Police website. (<https://poliisi.fi/en/public-events>)

An emergency plan must be drawn up for a public event that, in addition to a large number of participants, involves a substantial risk to the safety of persons or fire safety. The dangers and risks concerning the event shall be assessed in the emergency plan. The emergency plan must also contain a plan for providing first aid. The emergency plan for a public event shall be submitted to regional rescue authorities no later than 14 days before the start of the event.



The Finnish Safety and Chemicals Agency TUKES provides advice in safety matters. The website of TUKES contains instructions and advice on event safety and an event safety guide.

[https://tukes.fi/en/products-and-services/services-for-consumers/public-events/products-and-services/services-for-consumers/public-events](https://tukes.fi/en/products-and-services/services-for-consumers/public-events/products-and-services/services-for-consumers/public-events/products-and-services/services-for-consumers/public-events)

Fireworks, Fire Shows and Pyrotechnics

If a public event or other Scout event involves the use of pyrotechnics or a fire show, a notification of a fire show must be submitted to the regional rescue authorities (notification of a fire show or notification of special effects use). The notification is filed using the form provided by rescue departments at least 14 days before the event.

A notification of a fireworks display is filed with the regional safety authorities using the provided form at least 14 days before the event. You can find the notification form on the website of the Rescue Services: <https://pelastustoimi.fi/en/online-services>

Statutes

- Fire safety, emergency plan: Rescue Act (379/2011)
- Content of the emergency plan: Government Decree on Rescue Services (407/2011)
- Safe goods and services: Act on the Safety of Consumer Goods and Consumer Services (75/2004)

- Organizing public events
- Assembly Act (530/1999)
- Private Security Services Act (1085/2015)
- Noise: Environmental Protection Act (86/2000)
- Consumer Safety Act (920/2011)

More information: www.partio.fi/turvallisuus, <https://tukes.fi/en>

Up-to-date legislative information: www.finlex.fi/en

Substance Use and the Scouts

Scouting activities strictly comply with the legislation concerning drugs and alcohol. It is prohibited to sell even a mild alcoholic beverage to a person under the age of 18 and they are also not allowed to carry or have alcohol in their possession. The possession and sale of tobacco products is also prohibited for under 18-year-olds. The use and possession of drugs is illegal. Abiding by the law is easy: drugs and alcohol do not belong in Scouting activities. Although the law does not prohibit adults from drinking alcohol or smoking, the Scouts require adults to not use substances when working with children and youth. The drug and alcohol policy can be found on the website of the Guides and Scouts of Finland: www.partio.fi/lippukunnille/lippukunnan-johtaminen/toiminnan-turvallisuus/paihteet-ja-partio/ (in Finnish).

If you want, you can add the sentence “The event is alcohol and drug free” in the terms of participation. This means that the use of drugs and alcohol and bringing them into the event area is prohibited, and violating this term of participation gives you the right to remove the person from the event area.



Freedom to Roam

The freedom to roam (also known as “everyman's rights”) means that anyone staying in Finland has the right to enjoy nature regardless of who is the owner or occupant of the area. You do not need the permission of the landowner to enjoy the freedom to roam and you do not have to pay for it. However, you may not cause any harm or disturbance when exercising your freedom to roam. The freedom to roam is based on a widely accepted national custom, and partly also on written laws. The freedom to roam also applies to foreigners.

The traditional freedom to roam and the vast forests and water areas of Finland provide excellent opportunities to enjoy nature and find refreshment in it. Unlike in many other countries, the freedom to roam is a fairly extensive right in Finland. Similar rights can be found only in the other Nordic countries. The freedom to roam is limited on the Åland Islands.

The Ministry of the Environment has published a guide on the freedom to roam. It provides more information for instance about the laws that the freedom to roam is based on and how they can be interpreted. You should take a look at the guide, because it has a lot of useful information about safety as well.

More information is available at: https://www.ymparisto.fi/en-us/nature/everymans_rights

Freedom to roam in a nutshell

You may

- walk, ski or cycle in nature, except in private yards and fields, meadows or plantations that may be damaged by trespassers
- stay temporarily in areas where access is permitted – you may for instance put up a tent just about anywhere, as long as you make sure you are far enough from dwellings
- pick wild berries, mushrooms and flowers
- fish with a rod and line and through a hole in the ice in the winter
- go boating, swim and wash yourself in lakes and rivers and travel on frozen lakes and rivers

You may not

- cause any disturbance or harm to others
- disturb or damage birds' nests and chicks
- disturb reindeer or game animals
- chop down or damage growing trees, take any dry or fallen trees, shoots, moss or similar from someone else's land
- start an open fire on someone else's land without an urgent need
- disturb domestic peace, for instance by camping too close to dwellings or making noise
- litter the environment
- drive a motor vehicle off road without the landowner's permission
- fish and hunt without the appropriate permits.

Getting Lost

To Avoid Getting Lost

- Learn to navigate by reading a map and using a compass. You cannot learn if you do not practice.
- Do not overestimate your experience. Choose your route carefully to match the skills and strength of the group and the weather.
- Follow your progress on a map and examine the route ahead.
- Estimate the duration of the trip and keep track of the time.
- Agree on measures to take and the direction of rescue in case someone gets separated from



- the rest of the group.
- The risk of getting lost is highest when it is dark or the visibility is otherwise poor.
- Immediately stop and try to determine your location, if you are unsure.

If You Get Lost

- Acknowledge the situation.
- Stay calm. Keep the group together and take a break.
- Mark the last location you know for certain on the map and try to estimate when you were there. Now you already know the rough area where you should be.
- Think about the last directions you travelled. Your rough area will become smaller.
- Examine the terrain around you and look for any points of reference, compare them to the map. The comparison is easier if you turn the map so that it is aligned with the north-south line and move to a vantage point.
- Try to decide if you are still on the map or already outside it.
- If you still cannot determine your location, start moving towards your pre-determined direction of rescue or the nearest major point of reference, such as a fell, a road or a river.
- If the weather is extremely poor, you are tired or the group is arguing, stop and eat or camp in the first suitable place and rest properly. You should always wait for bad weather to pass.
- Stay together and keep your spirits high.
- There are only a few places in Finland where the distance to the nearest highway is more than 8 kilometres. These places are located in the eastern parts of the north-western arm of Finland, in Utsjoki, Enontekiö and on the sea.
- If you think someone may already be looking for you, make yourselves visible. Use beacons or something big and colourful that is easy to spot.

Hiking tips: www.nationalparks.fi/

When You Need Help

Calling for Help

The emergency number 112 works throughout the country. The emergency number is free of charge and you can call it from a mobile phone without entering an area code. You can also call the emergency number without a PIN code. Mobile phone reception on the fells of Lapland, for example, is not always certain.

You should download the 112 Suomi mobile app on your phone. When you use the app to call the emergency number, the Emergency Response Centre immediately sees the caller's coordinates. The 112 Suomi mobile app can be helpful if you are hiking in the forest, for example, and you need help, but do not know your exact location. Mobile phones with an Android operating system also send your location data automatically to the Emergency Response Centre when you call the emergency number 112, provided that your location is turned on.

Distress signals

When you need help, anything that catches other people's attention is a suitable distress signal. Below are some widely-known signals:

- calling for "help"
- red warning triangle on the road



- three fires in a triangle
- displaying flames on a vessel
- emergency flare
- MAYDAY, on a radiotelephone / marine VHF. Repeated at least three times
- SOS signal (light or sound)

Calling the emergency number 112

- Call the emergency number yourself, if you can. This allows the ERC operator to obtain important information without any intermediaries and be better able to determine what kind of help should be dispatched.
- Describe what has happened.
- Provide the exact address and municipality. There may be several locations with the same address in an ERC district. It is important that you state the name of the municipality so that help can be sent to the right place.
- Answer any questions. The operator will ask questions to determine what sort of help is needed and how urgently. If needed, they will send help already during the phone call, so asking questions does not slow things down.
- Follow the instructions. It is important that you follow the instructions given by the operator. The right response in the first moments of an emergency often has a significant effect for example on whether the victim of an accident recovers or even survives.
- Do not hang up until you are told to do so.

Emergency SMS to the emergency number 112

If necessary, you can send an emergency SMS to the emergency number 112. An emergency SMS can be sent only in urgent emergencies when someone's life, health, property or the environment is in danger.

The emergency SMS service is primarily designed for individuals who cannot hear or produce speech. It is always best to call 112 in an emergency, if possible.

You can only send an emergency SMS from a phone number that has been registered with the service in advance. Advance registration is done on the suomi.fi website of the Digital and Population Data Services Agency.

Registration with the Emergency SMS Service

To prevent vandalism and secure access to the service, individuals must sign up for the Emergency SMS Service in advance. Registration requires strong identification, using for example bank identifiers. During advance registration, users are asked to approve the system's terms and conditions. You can sign up for the Emergency SMS Service on the suomi.fi website.

Registration is valid for one year at a time so it must be renewed annually. An SMS reminder of an expiring registration will be sent to the registered mobile phone number.

If the user has not registered

Without advance registration, the emergency SMS will not be added to the emergency call queue. After sending an emergency SMS, a non-registered user will receive an automatic response instructing them to register with the service.



Sending an emergency SMS

The ERC operator will ask the individual in need of help the same basic information via SMS messages as they would ask a caller during an emergency call. Make sure you receive help as quickly as possible by giving as much information as you can in the very first SMS message you send. The ERC operator will ask you for more information, if needed.

Limitations of an emergency SMS

- A phone call is technically a safer option than an SMS, because SMS messages may be delayed or the phone's memory may be full.
- An SMS message refers only to SMS messages in accordance with the Information Society Code, not WhatsApp messages, for instance.
- Emergency SMS messages cannot be sent from a phone with no SIM card.
- SMS messages sent from foreign phone plans are not redirected to the Emergency Response Centre of Finland.
- An emergency SMS can only be sent by a natural person. Messages produced by alarm devices or similar are not redirected to the emergency number 112.
- Having no balance on a prepaid subscription does not prevent you from sending an emergency SMS message.

Source: www.112.fi/en/

First Aid

One of the required qualifications of a Trip, Hike or Camp Leader are first aid skills as referred to in these Safety Instructions. When an injury or accident occurs, the person providing help should remain calm. You can maintain your ability to help if you know the basic first aid procedure by heart. Your skills will become rusty unless you practice them. Without a refresher course, first aid qualifications expire in three years. You need to complete a 16-hour first aid course every six years. You cannot learn first aid skills only by reading about them – you must also practice them. It is a good idea to include first aid practice in the programme of meetings, trips and camps. The courses provided by the Finnish Red Cross, for example, are a good place to practice and learn first aid skills. The Finnish Red Cross has decided that the minimum age to take part in its EA I and EA II courses is 13 years. Scout districts also organize first aid training.

First Aid Checklist

- A camp must always have one appointed individual who is in charge of first aid.
- The other leaders must also have first aid skills.
- The items in the first aid kit must be checked and replaced regularly. You must also know how to use the items!
- Expired medicines are taken to a pharmacy for disposal.
- Good hygiene and taking care of it is essential to prevent illnesses.
- During registration, participants are asked if they have any special conditions, such as a health condition, allergies, a special diet or medication.
- Make sure that the participants are equipped and dressed appropriately for the conditions.
-

Most Common Accidents and Illnesses

The most common complaints in Scouting are

- various types of cuts and wounds



- sprains
- chafing and burns
- cold injuries and frostbite
- stress injuries
- fractures in the limbs
- stomach trouble (food, hygiene, homesickness, anxiety)
- headache (dehydration, strain, sunshine, smoke)
- cough, runny nose, fever (coldness, wetness, not airing out the sleeping bag)
- allergic reactions (insect bites, pollen, foods)
- fits caused by illnesses.

First Aid Equipment

You must know how to use first aid equipment and keep it in good condition. Each trip, camp, hike, hut and cabin must have one appointed person who is in charge of keeping the first aid equipment updated and in working condition. Everyone has an obligation to notify the person in charge when first aid equipment has been used. It is important to know how to use the equipment correctly. You should learn to use each item in advance.

The following lists are indicative only. When obtaining equipment, you should think about the types of injuries that the camp programme can cause and how long the camp, trip or hike will be. You must find out the nearest health centre in advance. All this is relevant when deciding the amount of equipment you need, for example. You will need more elastic bandages and possibly blister plasters on a hike than you would on a trip that does not involve a lot of travelling from place to place.

Required First Aid Equipment on Camps, Trips and Hikes

- cuttable plaster
- adhesive tape, e.g., Leukoplast
- gauze pads (7 x 7 cm and 10 x 10 cm)
- gauze bandage
- elastic bandage wraps, single packs
- elastic bandages
- butterfly closures
- blister plasters
- antiseptic and wound cleansers
- big and small compression bandage
- paraffin gauze dressings
- triangular bandage
- disposable cooling bag (remember the help nature can provide)
- tick pliers and tweezers
- thermal blanket
- thermometer
- disposable safety gloves
- scissors
- safety pins
- pencil and paper
- first aid instructions
- required contact information, such as the health advice phone service and the Poison Information Centre
- headlamp



Source: Ensiapuopas (“First aid guide”, Duodecim and FRC, 2007)

Medicines

- fever medicine
- pain medicine
- activated charcoal
- allergy medicine
- cortisone cream
- snake bite kit

The participants must bring their personal medication with them.

Safety of the Scout Cabin and Scout Hut

Address Sign

Scout cabins and huts may be located in places that are hard to find. Due to this, it is important that they have been given an address number. Contact the municipal building control authority to determine the address number.

An address number sign (blank numbers on a white background) must be placed in a visible place on the wall of the building so that it can be easily seen from the public road area. If the cabin or hut is located along a road that branches off a public road, address number signs must be placed at the crossroads of the public road and also at any other forks in the road before the actual yard of the building.

The coordinates of a cabin or hut can also be determine using the 112 Suomi app, for instance, if it is difficult to provide a clear address for the location.

What to Do After an Accident

General instructions on what to do after an accident must be placed in the hall of the cabin or hut or in some other place where they can be easily seen. The instructions should contain instructions for calling the emergency number in addition to general first aid instructions. The instructions must also contain the address and coordinates of the cabin or hut.

First Aid Equipment

Every cabin and hut must have up-to-date first aid equipment. An example of the list of items can be found under “First aid” in these instructions.

First-aid Extinguishing Equipment

Every cabin and hut must have adequate first-aid extinguishing equipment. Every cabin and hut must have a working portable fire extinguisher (dry powder extinguisher 6 kg / liquid extinguisher 6 L, minimum fire rating 27A 133BC). Please note that a liquid extinguisher cannot be stored in facilities where the temperature falls below zero.



A portable fire extinguisher should be placed in every building where an open flame is used (such as the cabin, kitchen building and sauna). The extinguisher should be placed next to the exit route, for example next to the outside door so that it is easily available if needed. Kitchens should also have a fire blanket with a minimum size of 120 cm x 180 cm.

Portable fire extinguishers stored in warm facilities must be inspected every 2 years. Portable fire extinguishers stored in cold facilities or facilities subject to temperature fluctuations must be inspected once a year. The portable fire extinguisher must always be inspected. The extinguisher can be taken to a local extinguisher maintenance provider for inspection.

A Smoke Detector is Mandatory

According to the Rescue Act, a smoke detector is mandatory in every dwelling and place of accommodation. The most dangerous thing in a fire is the toxic smoke. The purpose of a smoke detector is to detect the smoke caused by a fire early enough to leave time for escape and first aid extinguishing. The smoke detector should be placed as high as possible, in the centre of the ceiling in the room. If the smoke detector is on the wall or behind a roof beam, it may not react to smoke on time.

Smoke detectors must be installed in all facilities or rooms where people sleep so that they will wake up anyone who is asleep. A smoke detector should also be placed in the hall or hallway that serves as an exit route so that any fires that start there will be noticed on time. Smoke detectors should not be installed near the kitchen stove or in the bathroom.

According to law, one smoke detector is required for every 60 square metres of area and for every floor of a building. If you need more than one detector, you can link them up. Smoke detectors can also be connected directly to the mains so that they are normally powered by the mains and have a battery in case of a power outage.

The smoke detector of a cabin must always be tested when you arrive at the cabin. The smoke detector should be tested especially when arriving at a cabin that has been unheated, even if the battery is new, because cold temperatures drain batteries. The Leader can bring a new smoke detector and new 9V batteries with them, in case the old device does not work. The battery of a smoke detector should be replaced at least once a year. This is easier to remember if the time always coincides with a particular annual event or day. One possibility is the Emergency Number Day on 11 February.

Replace the entire smoke detector every 5–10 years. According to the current instructions, you can dispose of an old smoke detector with household waste.

Carbon Monoxide Alarm

Carbon monoxide is a deadly gas. It has no smell, taste or colour and is lighter than air. Even small amounts of carbon monoxide are dangerous: it prevents your blood from binding to oxygen.

Carbon monoxide is formed when combustion occurs in low oxygen concentrations, such as when the smoke dampers have been closed before burning is complete. The symptoms of carbon monoxide poisoning include dizziness, nausea and unconsciousness. A victim of carbon monoxide poisoning should be quickly taken out into the fresh air. A smoke detector is not a gas or carbon monoxide alarm.

A carbon monoxide alarm should be placed in all accommodation facilities with a fireplace. The carbon monoxide alarm can be a separate alarm or a combination carbon monoxide and smoke detector. The carbon monoxide alarm should be placed appropriately according to the manufacturer's instructions.



Candles and Lanterns

Candles should only be burned on a non-flammable, solid surface. If you leave the room or go to sleep, put out all candles. When using tealights, remember to place the candles at a safe distance from each other. In addition, please note that any fires that start from a candle should be smothered, not extinguished with water.

Outdoor candles are for outdoor use only, and burning candles should never be left unattended. Outdoor candles must be on a non-flammable surface and they may not be placed immediately next to terraces and buildings. You should be careful when using storm and other lanterns. Lanterns must always be filled outside.

Heating and Fireplaces

You must always exercise special caution with fire. If a cabin has not been heated for a long time, the flues and the fireplace itself must always be checked. You must not start a fire in a cracked fireplace. Start by opening the damper and heat carefully – sudden, excessive heat may break the flues in the winter. Do not close the damper until after the burning in the fireplace is complete (the coals are black). Ashes must be stored outside the building in a closed non-flammable container placed far enough from the building (not under the eaves next to the outer wall). You should not put the ashes in the container until they are cooled.

The floor protection in front of a fireplace or similar must comply with the following principles:

Fireplace with a door, protection:

- min. 40 cm to the front
- min. 10 cm to the side (from the edge of the door)

Open fireplace (depth more than 75 cm or a 5 cm rolling barrier at the front), protection:

- min. 60 cm to the front
- min. 15 cm to the side (from the edge of the door)

Open fireplace (depth less all 75 cm and no rolling barrier at the front), protection:

- min. 75 cm to the front
- min. 15 cm to the side (from the edge of the door)

The owner or occupier of the building must make sure that a chimney sweeper sweeps the fireplaces and flues regularly. The chimney sweeper also checks the condition of the fireplace and the smoke flue. Sweeping is done every 1–3 years, depending on the time that the building is in use. A fireplace that has not been used for 3 years must be swept before it can be used.

LPG Appliances

Liquid petroleum gas, or LPG, is a colourless, non-toxic gas that is roughly twice as heavy as air. It is an extremely flammable fuel and can form an explosive mixture with air. For safety reasons, an odour has been added to LPG: the smell serves as a warning signal for a gas leak. Since LPG is heavier than air, any gas that leaks indoors will sink down to the floor and ignite easily even from a small spark or other source of ignition. When LPG is used indoors, adequate ventilation must be ensured. If there is not enough combustion air, toxic carbon monoxide will be formed.



Gas cylinders must always be kept and used upright with the valve pointing upwards so that the LPG will come out as a gas. If the cylinder is tilted, the gas will come out in liquid form and cause a danger. Gas appliances should be inspected and serviced annually. Any leaking joints and hoses and equipment in poor condition increase the risk of accidents. A gas leak is always dangerous. When you stop using gas, remember to close the main shut valve. The cylinder's valve acts as the main shut valve indoors. When using a pressure valve, turn the lever in the pressure adapter to closed position, and when using a turn valve turn the valve until it is closed. The maintenance and servicing of gas appliances extends their lifetime and improves their safety. A blue LPG flame with a blue-green centre indicates complete combustion. If the tips of the flame are yellow, the burner is not getting enough air. Trouble igniting a flame and a yellow flame indicate that the burner needs to be cleaned.

Storage of LPG cylinders

- No more than 25 kg of LPG may be stored in a housing unit or a garage above ground. This is the equivalent of two 11 kg cylinders, for example. The maximum permitted cylinder size is 11 kg.
- LPG cylinders may not be stored in the attic, the basement or underground facilities. LPG may also not be stored inside boats, caravans or similar in the same space where people spend the night.
- Always store cylinders upright in a place where they will not be overheated or exposed to mechanical damage. LPG cylinders must be stored in a locked place or some other place where unauthorized individuals are prohibited to enter. The storage place of LPG cylinders must have appropriate ventilation.
- No gas cylinders under barbecues. An LPG cylinder must not be used or stored under a hot gas barbecue, because the surface temperature of the cylinder may not exceed +40 degrees. When you are not using the cylinder, close its gas valve. Always use and store cylinders upright.

Source: Finnish Safety and Chemicals Agency (TUKES), guide entitled “Käytä nestekaasua oikein”, AGA, Käyttäjän ABC, www.linde-gas.fi/en/; www.tukes.fi/en/

Detecting leaks

- Use soap water to detect leaks.
- Open the cylinder valve but keep the shut valve of the gas appliance closed.
- Apply soap water on the joints and inspect the gas hose: bubbles will appear where there is a leak.
- The condition of hoses is inspected by bending the hose quite sharply. There must be no cracks on the surface of the hose, but it must be elastic and intact.
- Close the gas cylinder, tighten the joints and redo the leak test.
- If the leak does not stop, do not use the gas appliance, but take it in for service.

What to do if you smell gas

- Close the cylinder valve immediately.
- Do not use an open flame.
- Do not use electrical switches.
- Air the room: open the windows and doors.
- After airing the room, check the hose and its joints and try to find the leak using soap water.



In Case of Fire

The first aid extinguishing equipment of a Scout cabin and hut must be kept in good condition. The facility must have instructions on what to do in case of fire. Rescue any people first. Call the common emergency number 112.

When calling for help, it is important to know the municipality and address of the cabin. When the fire department arrives, describe the situation: e.g., are there any people still in danger. Follow the instructions of the rescue department.

1. RESCUE
2. EXTINGUISH
3. ALARM
4. CONTAIN
5. GUIDE

A fire is easy to put out in its very early stages. Act quickly and with caution; you will immediately be able to see if you can extinguish or contain the fire. Choose the most suitable extinguishing method from the ones available (fire blanket, portable fire extinguisher or water).

Please note that you cannot use water to extinguish a grease fire or pour water directly on electrical appliances. Close all doors and windows, this will slow down the fire.

Handling Fire Outdoors

What is an open fire?

- An open fire is a fire that can spread through sparks or via the ground.
- A traditional campfire is an open fire.
- A portable Trangia stove when placed directly on the ground is an open fire. If it is on the table of a cook shack, it is not an open fire.
- The stove of a tent sauna with a flue that has been insulated from the combustible ground and only burns hardwood is not an open fire. If the flue has a dense mesh spark arrestor, mixed wood may also be acceptable.
- A masonry fireplace insulated from the ground is not an open fire if you burn hardwood only.
- Three-legged kettle grills and similar that topple over easily are open fires. The same goes for disposable grills.
- Sturdy fireplaces that stand on their own feet, are equipped with a spark arrestor, burn only hardwood and have the combustible ground material cleared over a one-metre radius under them are borderline cases.

Campfire

A good place for a campfire is sheltered and the base is incombustible. All humus and roots are cleared from under the fire, preferably as clods that are as intact as possible. A fire can spread several metres underground in smouldering roots. The intact clods can be used afterwards to cover and camouflage the fireplace. You must not start a fire directly on top of a rock mass, because fire causes rocks to break.



Never leave an open fire unattended. You should keep water for putting out the fire or other extinguishing material nearby. Once the fire has been put out, you should pour water on the base of the fire. The hot base of a fire is a dangerous igniter, even if there are no flames.

Remember! You always need the landowner's permission to start a fire. When a forest fire warning is in force, you may not start an open fire.

Forest fire

You must always comply with the forest fire warnings. If a forest fire starts, rapid action is needed. If you are not alone, send someone to call the fire department and order the others to use fresh branches, for example, to smother the flames or at least prevent the fire from spreading.

If you cannot do anything about the fire, monitor its spreading and try to stop it as soon as you can, for example at the edge of a clearcut area or a field. If necessary, you can cut down trees downwind from the fire to prevent it from spreading.

Fire Guard

The fire guard manages the temperature inside a tent with a stove and the safety of the people sleeping in the tent. A fire guard is also needed when sleeping next to a fire outdoors, for example in a lean-to, a loue or a similar open shelter when a fire has been lit in front of the shelter. A properly built long log fire or gap fire (*rakovalkea* in Finnish) is a safe overnight fire even without a fire guard. The fire guard is related to the candle guard who uses a candle to monitor the oxygen levels in an igloo or a snow cave.

Safety can be improved by placing pieces of wood between the source of heat and the sleepers to prevent the sleepers from rolling too close to the fire or the hot tent stove. Depending on the type of stove, it should be fastened to the centre pole and supported using the mounts of the stove or placed on a base specifically made for this purpose. The most important thing is that the stove is firmly in place and can be quickly taken outside the tent in an emergency. There must always be a bucket of extinguishing water inside the tent before the stove is lit. Extinguishing water is also needed in sub-zero winter temperatures. When sleeping next to a fire outdoors, you can also use snow to extinguish the fire. Chop enough firewood when it is light outside to last through the night.

Fire guard shifts (1–2 hours per shift) are divided between the group before you go to sleep. There should always be two people on fire guard duty at a time. The fire guard on duty has a fire guard list written on paper and a copy is also given to the person in charge of camp safety or the Camp Leader. When you arrange your sleeping berths in the order of the shifts, it is easier to find and wake up the next person in the dark without waking up anyone else. An empty sector also gives room to wake the next person up and the previous fire guard to go to sleep. Fire guard shifts therefore start from one end, and the fire guard wakes up the person sleeping next to their own berth. During long camps/hikes, the person taking the first fire guard shift can be varied so that everyone gets enough unbroken sleep at some point.

Duties of a fire guard

- You are responsible for the safety of the people who are asleep. Make sure that nobody touches the tent stove or rolls into the fire in their sleep.
- Check to make sure that the bucket with water (min. 10 L) is full of (unfrozen) water.
- You must also have plenty of matches, firewood and feather sticks.
- Make sure that any items that are being dried do not get too hot! Modern technical hiking fabrics and rubber boots are sensitive to heat. Dry items on beams across the roof of the tent



- rather than next to a tent stove or too close to a fire.
- Add wood to maintain a suitable, even temperature. Preferably add one piece of wood more often rather than many pieces of wood more seldom.
- Stay awake.
- If there are several tents with stoves in the camp, visit the door of your neighbouring tent every once in a while to see that the other guard is awake as well.
- If campers are performing other tasks at night, it is up to the fire guard to offer warm water to any visitors.
- Wake up the next fire guard. Your shift does not end until the next fire guard is fully ready.
- Speak in whispers. Let the others sleep by being quiet.

Remember

- Be careful when adding firewood into the tent stove. Do not smother the fire by adding too much wood.
- The fire guard should keep heat resistant gloves, a torch, a knife, matches, a watch, a drinking bottle and the shift list nearby.
- Remember the first aid for burns: cool water and snow in the winter.
- Do not use any type of lighter fluid to relight a fire. Do not place a storm lantern right next to the tent stove or immediately above it (risk of a flash fire).
- If you have a problem, such as a blocked stove flue, wake up the leader to help you. (Clean the flue, if necessary.)

Instructions for emergencies

- Extinguish a fire that spreads outside the stove or around the campfire using the extinguishing water or by smothering the flames. Wake up everyone who is asleep.
- If a burning stove falls over from some reason, prevent your tent mates from burning themselves or any items from catching fire. Try to quickly lift the stove upright again.
- If the tent canvas, a sleeping bag or anything else bursts into flames, evacuate the tent (by going directly under the hem, if needed) and wake up everyone in neighbouring tents and call the camp Safety Leader on duty.
- The most important thing is to quickly rescue everyone who is asleep. Leave all your belongings behind – they are replaceable.



Safe Camping Food

Food Poisoning

Food poisoning means an illness caused by eating food or drinking water that is contaminated. The poisoning can be caused by microbes that enter your body with the food or water, such as bacteria, viruses, mould, fungi and parasites. The most common causes of food poisoning are eating food that has not been cooked to a safe temperature, has been cooled down too slowly or has been stored at a warm temperature and poor hygiene.

How can you avoid food poisoning?

- Wash your hands often – always after going to the toilet and before cooking and eating. When you are in a camp, it is important to make sure that the campers also wash their hands.
- Disinfect your hands.
- Keep the kitchen clean: wash all utensils and chopping boards immediately after use and always before cooking.
- Store all foods at the right temperature.
- Heat foods properly and cool them down quickly.
- Avoid preparing foods when you are sick.

Abdominal pain, vomiting and diarrhea are typical symptoms of food poisoning. You can suspect food poisoning if several people start experiencing abdominal pain and start vomiting and having diarrhea at the same time. The symptoms of food poisoning typically appear within 24 hours of eating the food, and almost everyone who has eaten the same food experience symptoms.

A stomach flu results in the loss of fluids and minerals. That is why it is important to avoid dehydration by offering the patient small amounts of fluids often.

Tips to Good Kitchen Hygiene

Always wash your hands before preparing food.

- Also, wash your hands while you are cooking:
- whenever you move from one type of food to another (e.g., vegetables after handling meat or bread, or the presentation of a cooked meal after preparing the raw ingredients)
- after handling root vegetables with dirt on them and raw vegetables
- before handling foods that are served cold (salads, fresh pieces of vegetables, fruit).
- A hand disinfectant and disposable safety gloves are also handy in camp conditions.

Use only clean water in cooking.

Use only clean utensils and containers in cooking.

- When you start handling vegetables after handling meat or fish, or vice versa, wash all utensils with hot water and a dishwashing liquid or replace them on the cutting board.

Store everything in a tidy way.

- Think about whether you really need to bring perishable foods, such as minced meat or fresh fish, with you to a trip or camp. You must be able to keep their cold chain unbroken.



- The temperature of cold storage places, such as an underground pit, must be below +8 degrees, and when storing meat or fish, the temperature must be between 0 – +3. The colder the temperature in which you store food, the better its safety and quality.
- Always cover foods in storage with a plastic bag, a kitchen film or something else to prevent dust and flies from getting to them. Do not leave foods out in the sun.

Plan the menu so that you always use the most perishable foods first. Cooked minced meat lasts longer in storage.

Cook food so that it is boiling hot.

- Undercooked food provides an ideal growth platform for bacteria that cause food poisoning. Temperatures above +60 degrees kill microbes. If you need to keep the food hot before serving, it should be kept hot enough (at least +60 degrees).
- Eat the food hot, immediately after it has been cooked, and only prepare the amount that you need. Serving leftovers is not recommended.

You should always use plenty of dishwashing water that is hot enough.

- Everyone eating must have a chance to wash their dishes in clean, hot water. Pre-rinsing the dishes will keep the water clean for longer, and rinsing with water that is as hot as possible ensures that the dishes are clean.

Hygiene Passport

A certificate of your proficiency in hygiene (Hygiene Passport) is not necessary in the Scouting events of a local group, because hygiene proficiency is not actually required unless you handle food professionally. The obligation to demonstrate your proficiency does not concern occasional events.

Temporary sales that may involve preparation and serving means sales that occurs less than once a month and does not last for more than two days without a break.

If anyone wants to prepare food to sell or otherwise serve at a marketplace or other outdoor area, they must submit an advance notification to the health protection authority in the municipality where the place of sales or service is located. This notification must include the applicant's contact information, the time and place of the temporary sales, the nature of the operation, the product selection and a description of the storage conditions, sales fixtures and domestic water supply.

The notification must be submitted well in advance so that there is enough time for any negotiations and the necessary inspections. The notification should be submitted no later than 14 days before the temporary sales begins. The authority will not issue a separate decision on the matter or charge the applicant. You need to notify the municipal health inspector even if you are simply selling sausages.

Salmonella

A salmonella test for the person cooking food is usually warranted if they or their family have had symptoms of diarrhoea in the last month. The test may be warranted also if they have been outside the Nordic countries in the last three months.

The Communicable Diseases Act does not require a salmonella test in employment relationships that are less than one month long. The municipal health inspector may still oblige the caterers of a Scout camp to take a salmonella test. When planning camp catering, you should contact the local health inspector.



Food Allergies and Special Diets

Food allergies and special diets should not be taken too lightly, because some of the symptoms of eating the wrong food can be dangerous or even life-threatening. You should read the product labels of foods carefully. For example, even a small amount of gluten is harmful to a person with coeliac disease, and an almond can cause a life-threatening reaction to someone who is allergic to nuts. People with serious allergies must carry their own adrenaline injector with them in case of allergic emergencies.

More information: <https://www.allergia.fi/arkisto/in-english/in-english/>

More information about hygiene is available from the municipal health inspectors and the Finnish Food Authority www.ruokavirasto.fi/en/



Activities on the Water

Swimming

Swimming and the ability to swim are relative concepts: it is easy to swim 500 metres in a swimming pool, but covering this distance is much harder in cold water, even if the waves are low.

Take the following precautions when you go swimming

- The area where you will swim must always be checked before allowing swimmers in the water. Beaches must be checked carefully after winter.
- You may only swim in the area you have agreed on together.
- Never dive in the water unless you have inspected the bottom first.
- You must always swim under supervision. You may go swimming only when the supervisor is present and with their permission. Leaders who possess rescue skills and can swim are appointed as swim guards. There must be one guard for every ten swimmers.
- Swimmers are divided into swimming pairs, and everyone makes sure that their partner returns to the shore. This way, you can manage even a large group of swimmers.
- Never go swimming alone.
- It is a good idea to keep the swimming times of the camp the same every day.
- The area where you swim must have a lifeboat and rescue equipment.

Boating and Kayaking

There are separate safety instructions for water-based activities for the Guides and Scouts of Finland. When travelling by water, such as crossing a sheltered waterway or transporting people from the mainland to an island and back, always observe safe practices.

The vessel you use must be deemed seaworthy. The shipmaster must possess knowledge about navigation and experience in travelling by water.

- When travelling on the water, there must be a life or float vest for everyone. Failure to use the vests is a sign of negligence.
- Make sure that the boats you use are in working order.
- Mark off the limits or the area of water where it is permitted to go on boats, dinghies, canoes and paddle boats. When using boats, one boat must always be left on the shore for a possible rescue mission.
- Travelling by water must always be supervised.
- Float vests are worn when kayaking.
- Whitewater rafting requires a helmet.
- You should learn about whitewater rafting and sea kayaking with the guidance of experienced kayakers.
- When you go whitewater rafting, the rapids must be checked beforehand from land.

Lifesaving

Lifesaving and the related cardiopulmonary resuscitation (CPR) are skills that are all too often learned in theory only. These skills must be practised. The real situation is no longer a practice situation.



Kayaking safety rules

Before heading out on the water

- Tell someone you know your route and time of departure.
- Carefully study the weather forecast.
- Dress warmly.
- Bring a change of clothes and snacks and something to drink with you.
- Do not go kayaking alone.
- Pack your mobile phone in a watertight container and make sure it is charged.

On the water

- Always keep your kayak life vest or float vest on.
- Carefully monitor changes in the weather.
- Always head out against the wind, if possible, to save your strength for the return journey.
- If a heavy swell takes you by surprise, turn your bow towards to waves.
- Never underestimate the forces of nature.

If you fall in the water

- Stay calm and call for help.
- If your canoe or boat flips over, stay close to it.
- Try to climb back in or on top of the canoe or boat.
- Call 112.

If your friend falls out of the canoe or boat

- Keep your friend calm.
- Grab something long and rescue your friend.

Source: http://www.viisaastivesilla.fi/etusivu/pelastu_ja_pelasta/vesilla/vedesta_pelastautuminen

More information in the safety instructions of the Finnish Canoeing and Rowing Federation, www.melontajasoutuliitto.fi/piilosivut/english/

Thin Ice

An ice cover never forms in an instant, but builds gradually. The thickness of the ice can vary greatly in different parts of a lake. The ice is especially unpredictable and treacherous in the spring. The formation and thickness of the ice cover always depends on how the water cools, which in turn is affected by the mass of water. A small, shallow lake with stagnant water freezes much faster than a large or deep lake or a place where the water flows.

The most dangerous spots are the mouths of unfrozen rivers, areas under bridges, current areas, the surroundings of submerged rocks, the places around springs in the lake and the mouths of drains. In winter conditions, you should find out the thickness of the ice in advance, in addition to possible current areas and other places where the ice is thin.



You should mark off a game or play area on the ice where the thickness of the ice has been checked. If you are not sure about the carrying capacity of the ice, choose a detour or switch activities.

If you are forced to go on ice that has not been checked, keep safe distances between the travellers, carry throw bags, have the first one in line carry a stick with a spike for testing the ice and have everyone wear ice picks around their neck.

When skiing and carrying a backpack, remember to open the straps and waist belt before stepping on the ice. It is a good idea to pull your gear in sledges, at least if you are travelling at the head of the group.

What to Do If You Fall Through Ice

- Immediately call for help or blow a whistle.
- Turn back towards the direction you came from. Take off your skis if you cannot get out otherwise.
- Break the ice in front of you as far you can with your hands and body.
- Kick your feet and use the ice picks to raise your body horizontal and pull yourself out on the ice.
- Roll, crawl and go on all fours until you are sure you are back on solid ice.
- Quickly find some place to warm up.

If You Cannot Get Out of a Hole in the Ice

- Hang on to the edge of the ice.
- Retain body heat by staying as still as possible.
- Call for help or blow a whistle.
- Hold on to your will to live. Keeping up the fighting spirit will improve your chances of survival.

If Someone Else Needs Your Help

- Act quickly, but so that you do not become a victim yourself.
- Find a suitable, long tool to take with you. Good options are a rope, a pole, a branch, an oar or your own coat.
- Approach the person to be rescued from the direction of the strong ice, go on all fours and crawl the last few metres. Spread out your legs to distribute your body weight.
- If there is more than one helper, you can form a rescue chain.
- Handle a person with hypothermia extremely gently. Massaging them, giving them alcohol and heating them too quickly can cause a dangerous aftercooling effect.
- Protect the person rescued from the water from additional cooling and take them to a health centre.
- If the victim is unconscious, make sure their airways are open, protect them from additional cooling and quickly take them to the hospital. Do not resuscitate an unconscious victim. Giving CPR to someone with hypothermia can cause life-threatening ventricular fibrillation.

Source:

http://www.suh.fi/oppaat_ja_vinkit/pelastu_ja_pelasta/turvallinen_jaalla_liikkuminen/jaista_pelastautuminen



Organization Faces a Crisis

Although we do all we can to avoid crises in Scouting activities, the local groups, the districts and the central organization should still prepare for them. Every organization must plan for a crisis. The plan should indicate who will act and how if an accident occurs, for example. In regular Scouting activities, the crisis can be caused for example by a fire (a tent or a cabin burning), getting severely lost, an attack of illness, drowning, severe exposure to the cold, a traffic accident or a boating accident. Once you have made sure that any necessary first aid has been given, the rescue operations have started and guiding extra help to the scene has been organized, it is time to start crisis communication.

If the incident is not serious, less communication will do. Examples of such less serious cases include a camper breaking their ankle whilst skiing or a Cub Scout suffering a minor burn during a summer camp. In such cases, it is enough to inform the Local Group Leader of the incident and obviously the Guide's or Scout's home as well.

Communication in a Crisis

1. Immediately notify the victim's home of the incident.
2. Inform your Local Group Leader of the incident immediately. It is up to the dinghies Local Group Leader to immediately notify the district of the case, and the district will contact the central organization.
3. The district will help your local group with communication. Speed is crucial in crisis communication, so it is vital that the district is contacted without delay.

The district has a plan of action in place and assigned duties for crisis communication situations.

Do not tell everybody everything

You may not tell the media or other outsiders the names of people or other personal details, such as health information. Agree with the district who will be in charge of communication; it can be a representative of the district.

Information related to a formal investigation may not be disclosed to outsiders – in these situations, the authorities are responsible for communication.

In addition, you may not express any opinions or assumptions as to the causes of the crisis in public. Remember to also inform other who know about the incident about appropriate communication, such as the fact that you may not publish photos or texts about crisis situations on social media.

Defusing and Debriefing After Incidents

If something serious happens, it often affects a lot of people in one way or another. In such cases, it is important to remember the role of defusing and debriefing when processing the incident. If the incident has been extremely serious, professional help is needed with defusing and debriefing. The easiest way to get help is from your own health centre. It is important to go through what has happened with everyone involved.



What are defusing and debriefing?

Defusing and debriefing are meant for anyone who has been involved in a sudden, unusual or unexpected incident. This could be an accident, being the victim of violence, the sudden death or injury of a loved one or a close call incident. Sometimes help is needed even if the person has only witnessed a traumatic incident. The purpose is to prevent post-traumatic reactions caused by accidents or threatening situations. Defusing is done immediately after the incident. It refers to a discussion that can be led by a Scout Leader, for instance. Debriefing means a professional discussion after some time has passed from the incident. The local health centre can help you find trained professionals to help you. Defusing can be done even if nothing serious has happened. Every Scout Leader should know the principles of defusing. More information is available from the district office.

How to lead a defusing discussion

Introduction (5–10 min)

During the introduction, create a safe, open atmosphere for defusing. Everyone introduces themselves, starting with the leader, and agrees on the principles and confidentiality of the defusing discussion. Personal feelings and thoughts stay in the group and are not repeated to outsiders.

Review (10–30 min)

During the review, each member of the group can briefly describe their experiences and main feelings during and after the incident. It is up to the leader to steer the discussion so that all participants get to speak in their turn and the quieter ones are also encouraged to speak. A defusing discussion is not meant for handling emotions in more depth, but everyone is allowed to express their emotions.

Information (5–10 min)

Finally, the leader summarizes the discussion and also discusses how to face the future and everyday life after the experience. If the experience causes extreme mental stress for someone, you should assess whether they need additional support, for instance in the form of a one-on-one conversation. Finally, the leader tells the group members who they can turn to if the incident starts to bother them later on.

Checklist for defusing leader

1. Gather in a peaceful place. Sit in a circle so that everyone can make eye-contact with each other.
2. Discuss the purpose of the meeting, agree on confidentiality, personal feelings and thoughts stay in the group and are not repeated to outsiders, and introduce yourselves if you do not know each other already.
3. Go through the incident and your actions so that everyone who was involved describes their role and their experience of their role and the incident.
4. Everyone describes both their feelings and their thoughts during and after the activity or exercise.
5. In the end, the leader summarizes the discussion. If someone finds it hard to detach themselves from the activity or the experience has caused extreme mental stress, you should assess whether they need additional support, for instance in the form of a one-on-one conversation.
6. Finally, tell the group members who they can turn to if the incident or their role in it starts to bother them later on.



Source: Finnish Red Cross

Children Need Support

A child's age affects how they react and process incidents. Children depend on the adults' ability to be present and supportive and help them deal with the information. A child may not be able to put their feelings into words like an adult. For example, if a child clings to their parents excessively, this may be the child's way of expressing fear that something bad could happen to their parents. Children do not have the strength to grieve all the time, but may also play normally from time to time.

- Speak about the incident with the child. It is vital that the child understands that the incident is true and that they have an understanding of the incident, its causes and its effects. This leaves as little room as possible for horrifying images, which in turn will reduce any fears and feelings of guilt.
- You still do not need to tell the child all the unpleasant details.
- Listen without interrupting when the child talks to you about their thoughts and feelings. After they have finished, correct any misunderstandings they may have about the incident.
- Accept all the child's questions, even if you cannot answer all of them.
- Encourage the child to express their feelings by playing or drawing, for example.
- Do not suppress your feelings too much. Tell the child why you are sad. Give the child time to understand. Support the child's sense of security by following your normal routines.
- If the family has experienced a crisis, the parents may not be able to support their child all the time. In such cases, the best thing for the child is to agree with a safe, familiar adult that they will be available and support the child.

Source: First aid instructions, www.redcross.fi

Promoting the Wellbeing of Children and Youth

One of the main Scouting principles is to promote the mental and physical wellbeing of children and youth. In terms of wellbeing, it is vital that all Scouting activities aim to meet high quality standards, which in itself prevents unpleasant situations. Despite all this, things can happen in the Scouts and negative things can come up. For this purpose, the Guides and Scouts of Finland have drawn up the Safely Together Guideline and an online course, which are worth examining as separate packages. These Safety Instructions include a summary of the key points of the Safely Together Guideline.

Our goal is that

- All activities under SP-FS, whether they are organised by local groups, Scout Districts, or the confederation, including all volunteers and employees, promote the wellbeing of children and youth,
- Participants of the SP-FS have enough knowledge to protect children and promote safety during activities,
- SP-FS participants take the Safely Together guideline into consideration in all situations and treat all children and youth with respect, and that
- SP-FS has a Code of Conduct to prevent the abuse of children and youth and for taking care of any suspected case of child abuse.

Measures that promote wellbeing in Scouting activities include

- Pair leadership – encouraged in all activities to ensure the quality and safety of activities
- Comfortably Together Guideline to help prevent bullying



- Safely Together online course
- Mandatory training for all group leaders over the age of 15 and members over the age of 18
- Policy for situations that require child protection
- Policy for checking the criminal record of a volunteer

Code of Conduct in Child Welfare situations

Situations in Guiding and Scouting that might require child welfare intervention can be when, for example

- A child is not picked up after a meeting or a camp
- A parent picks up their child after a meeting or a camp clearly under the influence of alcohol
- A child or youth has signs of physical abuse on their body
- A child or youth tells you about neglect and/or abuse they have experienced
- A child or youth talks about their drug or alcohol use or a leader becomes concerned about it
- The behaviour of a child or youth causes concern
- A child says they do not want to go home or are afraid to go home
- A parent's drug or alcohol problem or the state of their mental health causes concern that it is threatening the wellbeing of a child

Prepare

- Every local group has to name a Safe Adult who can support local group members in child welfare matters
- The Safe Adult takes care that all leaders of the local group have completed the Safely Together online course
- A local group has to agree on a code of conduct for dealing with child welfare concerns
- Every leader must have the number for emergency social services on their phone in case of sudden child welfare issues

Ask for help!

- Nobody has to be able to deal with child welfare matters by themselves. Professionals and Scout District officers are here to help all Guides and Scouts.

Ask questions and listen

- If someone is concerned for the wellbeing of a child or youth in Guiding and Scouting, the matter must be intervened with immediately
- Unfortunate situations can occur suddenly or the concern may grow bit by bit
- The issue must be discussed with the child
- It is best if the conversation includes another leader, preferably the other leader of the group. This way, the situation is easier to keep in hand, the emotional burden can be shared, and the issues can be reflected on afterwards with the other leader.
- There is no need to shy away from dealing with the situation and asking questions from the child. Things like violence should be talked about directly.
- It is best to avoid leading questions such as "Did mom or dad hit you?" A good question is, for example, "What happened to you?"
- A child or youth must not be promised anything without justification, such as "Thank you for telling me. This will never happen again."
- It is a good practice to write notes during the conversation, so the issue is easier to return to and a leader doesn't have to rely on memory.

Contact the guardians

- The issue must be discussed with the guardians of the child immediately, if there is no reason to suspect this will put the child in further danger.



Make a child welfare notification if necessary

- A child welfare notification is an expression of concern based on which social service official will begin an investigation into whether child welfare services are required.
- If the matter is urgent, call your municipality's emergency social services or 112 immediately. If the matter can wait till the next day, the notification can be made by a Safe Adult, the leader of your local group, or a District employee.
- Calling by phone is the best way to make a notification.
- A child welfare notification can be made anonymously by a Guide or a Scout.
- A child welfare notification must include the child's full name and, if possible, their birthdate and home address.
- The person taking your call will ask you for all the information required.
- Any situation that requires a child welfare notification must be reported to the Scout District's office.

Checking the Criminal Background of a Volunteer

The Act on Checking the Criminal Background of Persons Working with Children, enacted by the Parliament and entering into force on 1 May 2014 (later referred to as Criminal Background Act), is an essential part of improving the quality of hobby activities and the growth environment of children. Although the Act is not mandatory – it is up to the local group to decide how it will be applied – the Guides and Scouts have decided to apply the Act in accordance with the Safely Together Guideline. These Safety Instructions contain only the main points of the related instructions. A more detailed description and support material can be found in the Safely Together Guideline and the online course.

Preemptive actions take precedence

According to the Criminal Background Act, checking a criminal background is only a preemptive measure which will only affect the recruiting of people who are previously unknown to a local group and who have been convicted. The safety of the growth environment can be improved more effectively by verifying criminal backgrounds by developing policies that reduce the potential for harmful conduct in interactions between adults and children or youth and between children and youth. Such procedures include, for example, other Safe Together guideline procedures.

A background check is to be made of everyone who start leading a group alone (except for Explorers who lead a group alone as part of their Explorer Programme). If leader positions are advertised to adults, the advertisement must include a note that anyone who will lead a group alone is required to have their criminal background checked.

Criminal Records Extracts and how to handle them

A local group must ask a volunteering applicant for a criminal background check in situations where all of the following apply

1. A local group's board has approved the Safely Together guideline as part of their own guidelines
2. A person will be the only adult leader of a group (excluding group leaders taking part in the Explorer Programme)
3. The group the person will lead has regular meetings. Groups here refers to those with underage (under 18-year-old) participants, i.e. Cub Scout, Adventurer, Tracker and Explorer groups as well as groups of underage leaders of any other age groups including leaders acting as an Adult Support and Local Age Section Managers.
4. The position is of a permanent nature for at least one year and by large performed alone.



A background check is made by asking the written consent of the volunteer. The application form is sent to the designated person at a Scout District office. The Scout District will fact check the application and forward applications in larger quantities to the Legal Register Centre.

The Legal Register Centre will send the criminal records extract directly to the local group.

The criminal extract is a subject to a fee and the fee is paid by the local group.

The criminal extract generally includes convictions for sexual, drug, and gross violent crimes. An extract always contains personal information of a sensitive nature, so only those authorised by the board of a local group (such as Safe Adults) may handle the extract. They are required to keep the contents of the extract secret. The decision to recruit someone based on the extract's information cannot be made by the board. Note! Even the information whether an extract includes any convictions or not must be kept a secret.

It is also important to remember that a local group may not add any other information, besides that an extract has been checked and the date of the extract, to any volunteer records. A volunteer's record cannot in any circumstance include any information about what a criminal records extract includes.

The local group must return the extract to the volunteer immediately after it has been checked. After reading the criminal records extract, a Safe Adult will make the final choice about recruiting a volunteer. The central office strongly recommends to take this into serious consideration whenever an extract includes any offences. A criminal records extract only includes the most serious convictions for sex, drug, and violent offences.

A local group can contact any Scout District office or the central office for advice in this matter. If a person will not give their consent for a background check, they are not to be recruited as the only leader of a group.

A local group has to prepare themselves for the time it takes to apply for criminal records extracts, as it will slow down recruiting especially at the beginning of semesters.

Preventing and Intervening with Bullying

Bullying of any kind is not acceptable in the Scouts. The Comfortably Together Guideline provides tools for preventing and intervening with bullying incidents. The page partio.fi/mukavasti-yhdessa contains the full guideline in Finnish.

Contents of the Comfortably Together Guideline

- Any bullying is identified and attempts are made to prevent it
- Understanding bullying as a phenomenon
- Learning ways and tips for intervening with bullying in the Scouts
- Understanding why it is important to intervene with bullying



ATTACHMENTS

Pre-trip Letter Template

OUR HAUKKA PATROL WILL TAKE AN OVERNIGHT TRIP TO NUUKSIO FROM 3–5 FEB. 2019

Departure: We will gather at the Scout hut (Neulastie 1) on Fri. 3 Feb. at 6 pm.

Return: We will be at the bus station of X on Sun. 5 Feb. at about 3 pm.

Trip Leader: Adult support (luotsi) Harri Paakkanen, tel. 123 456

Price of the trip: 10 euros and a return bus ticket 3 euros.

Payments are collected during departure.

We will sleep in a winter tent heated using a stove. Pack all your gear in a backpack or a trekking backpack.

Attached is a list of the gear required on the trip.

Cut out the permission slip below and return it no later than the meeting on 1 February.

I give my permission to _____ to go on the Scouting trip from 3–5 Feb. 2019.

Allergies, special diets, medication, ability to swim etc.

All information will remain strictly confidential.

Guardian's signature and phone number during the trip



Checklist for a Trip Leader

Think of ways in advance to improve the safety of the trip.

- Write a pre-trip letter to the children and the parents.
- Make sure that everyone has a valid Scout insurance (paid membership fee).
- Confirm the transportation schedules.
- Ask the landowner for permission to camp and light a fire and for special activities, such as rock climbing.
- Check to see if there is a forest fire warning in force in the area.
- Recheck the campsite, map, address and driving instructions.
- Find out the location of the nearest phone and how well mobile phones will work in the area.
- Notify the Local Group Leader of the trip.
- Check the children's gear.
- Check that they have permission from their guardians to go on the trip.
- Collect phone numbers from guardians.

Make sure that you pack the following:

- Firewood
- Saw
- Axe
- Accommodation supplies, such as the key to the cabin
- Drinking water
- Backup food
- Extra money
- First aid equipment



Notice of a Camp or a Hike to the District Office

Instructions:

This form is filled in by the Camp or Hike Leader. A separate form is filled in for each camp and hike. The form is sent to the office of the Scout District for information and to be stored and later archived.

1. Notice of a

summer camp winter camp

hike

other, please specify.....

2. Time

3. Organizer

Estimated number of participants

Cub Scouts Adventurers Trackers

Explorers Rovers Adults

Total

Number of leaders

5. Event Leader (name, address, phone)

.....
.....

6. Place (campsite, destination of the hike)

.....
.....

7. Driving instructions, information about a possible visitors' day or a rough hiking plan

.....



.....
.....
.....

8. Possible postal address and phone number of the place

.....
.....
.....

9. Special features of the event

.....
.....
.....

10. We have observed safety in our plans.

yes

we are about to do so by using the Safety Plan Template on the following page

Place and date and signature of the Event Leader

.....
.....



Camp Safety Plan

Camp and organizer:

Time, place and address:

Coordinates:

Address and coordinate information is placed somewhere visible.

Number of campers:

Camp Leader: tel.

Safety Officer: tel.

First Aid Officer: tel.

Permanent location of the first aid kit:

Risks in the camp area

Description of the terrain (e.g., rocky ground, shores, uneven ground):

Risk prevention:

Risks related to activities/programme:

Accidents with a knife

Accidents with fire

Accidents in the water

Traffic in the camp area

Risks on a hike

Risks related to the handling of fire



Other risks

Risk prevention:

Safety of structures

Access of emergency vehicles to the camp area and driving instructions

Emergency evacuation plan of the camp

Kitchen safety and hygiene

Cooks

User instructions and guidance for the gas stove provided. (to whom, date)

Gas stoves and their parts inspected (date and inspector).

Comments.

Hygiene supplies (e.g., hand disinfectant)

First aid equipment in the kitchen

In case of an accident:

- Assess the situation.
- Prevent further accidents.
- Provide immediate, life-saving first aid.
- Call for more help, if necessary:
 - call for any competent leaders/campers who are present
 - call the common emergency number 112, if necessary
 - guide the emergency services to the scene.
- Coordinate the situation until more help arrives on the scene.
- Remember to inform the Camp Leader and Safety Officer of the incident.

Attachments: Map of the area, Driving instructions to the campsite, Camp programme

Plan distributed to:



Emergency Plan Template

Emergency Plan

The purpose of this Emergency Plan is to ensure a safe stay at the cabin and to prevent dangerous situations and accidents.

Cabin information

Cabin name: Scout Cottage

Cabin address: Scout Road 1, 12345 Scoutland

Municipality where the cabin is located: Scout Municipality

Camp's coordinates: N 61°10.651' E 023°48.446'

Driving instructions: When you reach the Scoutland School, turn to Scout Road. Follow the signs to the cabin. You can drive through the parking area right next to the main building.

Buildings included in the cabin: Main building, sauna and wood shed/outhouse.

Year of construction: 2008

Construction material: wood

Floors: 1

Sleeping accommodation: 14 berths in the main building

Name of Local Group: Scouts of Scoutland

Cabin host: Simon Scout, tel. 123 456

Local Group Leader: Lisa Leader, tel. 789 123

Exit, assembly areas and shelter

Exits: door or windows

Assembly areas: parking area of the cabin and the clearing around the well as a backup assembly area

Civil defence shelter: the nearest public civil defence shelter is located at Scoutland School, 1 kilometre away

Providers of help



Fire station: Scoutland Fire Station,

Scout Path 5, 12345 Scoutland, tel. 345 678

Health centre: Scoutland Health Centre, Health Road 1, 12345 Scoutland,
tel. 654 321

Emergency duty after 8 pm and on weekends:

Scout City Hospital, Hospital Road 1, 13456 Scout City,
tel. 321 654

Safety equipment

First-aid extinguishing equipment: There is a portable fire extinguisher in the hall and a fire blanket in the kitchen of the main building. There is a portable fire extinguisher in the sauna.

First aid supplies: There is a fully-equipped first aid kit in the cupboard in the main room of the main building. The door of the cupboard has a sign saying “Ensiaputarvikkeita” (“First aid supplies”). There is a small first aid kit in the dressing room of the sauna.

Dangerous situations to anticipate and measures to prevent them

Accidents

- Bruises, fractures and dislocated limbs
- Cuts and wounds
- Inhaling smoke or gas
- Falling through the ice or otherwise falling in the water
- Fit or attack of illness
- Burns

Measures to prevent accidents:

Work in small groups under the guidance and supervision of a leader.

Instruct everyone to use a knife, axe and other tools appropriately.

Teach others to use the stove and gas appliances.

Make sure the ice can carry your weight before stepping on it.

Wear life vests when travelling by boat.

Swim in pairs. Supervise swimming.



Measures in case of an accident

Assess the situation.

Prevent further accidents.

Provide first aid, for instance by stopping any bleeding and checking the person's breathing and pulse. Start CPR, if necessary.

Call for help.

Deal with the situation until help arrives at the scene.

Fire

- fire spreading from a fireplace or a campfire
- grease fire in the kitchen
- wildfire.

Measures to prevent dangerous situations

- Guides and Scouts are taught to handle fire appropriately.
- Fires are not left unattended.
- First aid extinguishing equipment is always kept near a fire, such as a bucket of water next to a campfire.
- The location and use of first aid extinguishing equipment is explained to all Trip Leaders.
- Inflammable fluids and gas cylinders are stored appropriately.
- Practice evacuating the building, everyone is told where the assembly area is.

Measures in case of fire

- Rescue those in immediate danger, warn everyone else.
- Call 112 for help, if necessary.
- Start extinguishing the fire if it is small and there is no toxic smoke.
- However, if the fire spreads quickly and you are unable to extinguish it, leave the room and close the door behind you.
- If you were able to put out a starting fire, you should still notify the Emergency Response Centre about the fire by calling 112. The fire department should come and check that the fire has been extinguished properly and there is no danger of it breaking out again.



- Assemble all Guides and Scouts in the assembly area.
- Guide the fire department to the scene.

Getting lost, disappearance:

Measures to prevent getting lost:

- When travelling cross-country, travel in pairs. Travel alone only if you have the ability for it.
- Check that everyone is present at the checkpoints and occasionally at other times as well.

Measures if someone gets lost or disappears:

- The person/people who are lost stop and try to determine where they are. They stay together as a group and try to find a place that is clearly shown on the map, such as a road.
- The others set out in pairs to look for the lost or disappeared people. Someone stays on call at the cabin. Use mobile phones to stay in contact with each other.
- Call for more help, if needed.

Distribution of the Emergency Plan: (Check the ones that have already received the Emergency Plan.)

Cabin Host

Local Group Leader

Local Group Board

Local Group akelas, sampos, Patrol Leaders, adult supports (luotsi) and other leaders

Parents' Council

Regional Rescue Department



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