

**The Executive Policy  
of the  
5<sup>th</sup> Farnham (Bourne) Scout Group**

**February 2020**

**Version 3  
26/2/20**

## Part 1 - Context

### 1. Introduction and Scope

This Policy supersedes all prior versions.

The purpose of this Policy Document is to distil from the Scouting Association's 'Policy Organisation and Rules' (POR) those specific requirements related to organisation and operation of the 5<sup>th</sup> Farnham (Bourne) Scouts and to augment them where necessary.

For the avoidance of doubt, nothing in this Policy shall replace the requirement for all scouting in the 5<sup>th</sup> Farnham (Bourne) Scout Group to be in accordance with the latest revision of the rules and guidelines as published by the Scout Association in POR as at:

<https://scouts.org.uk/por>

All such current Policy, Organisation and Rules will apply to the Group as appropriate and without variation. This includes the constitution of the Group and its legal and regulatory obligations and with particular respect to the Charities Act 2011 (or any relevant future legislation).

Within this document:

- The collective title 'Sections' shall be taken to mean the 'Training Sections' of the 5<sup>th</sup> Farnham Scout Group i.e. Beavers, Cub Scouts and Scouts
- The abbreviation 'POR' shall mean the Scout Association's 'Policy Organisation & Rules'
- 'Exec' refers to the 5<sup>th</sup> Farnham Scout Group Executive committee.
- 'Group' shall mean the 5<sup>th</sup> Farnham (Bourne) Scout Group
- 'GSL' shall mean the Group Scout Leader (role – whether fulfilled by a single person or by co-GSL).

The Group Scout Leader(s) and the Group Executive Chairman are responsible for ensuring compliance to Group, District, County and National Scout Association Policy, Organisation and Rules (POR).

The Group is governed by the "5<sup>th</sup> Farnham Scout Group Constitution" which is based on the model constitution as defined in The Scout Association POR, Chapter 3, Rule 3.23. The Group Executive is formed in accordance with the above constitution.

## Part 2 - Finance

### 2.1 Subscriptions and Group Payments

The day to day running costs for the Group are to be covered by the Annual Membership Subscription fee. The Group Executive will set the Subscription fee (in terms of a weekly sum) in September each year for the following year. The same weekly sum will apply to all sections.

To avoid large increments in the Section subscription fees it shall be standard practice to review them each Financial Year with the general intention being that they are raised roughly in line with the prevailing rate of inflation as given by the Government CPI inflation figure applicable at that time.

Subscriptions are to be collected by Section Treasurers in three termly payments notified to parents at the start of each term, based on the number of weeks in the programme multiplied by the set weekly subscription fee. This may be done via the Online Scout Manager (OSM) online service, by bank transfer directly into the Section Bank Account, or with a cheque or cash.

Of the collected termly amount:

- One third is retained by the Section within their account to be spent on Section activities and needs
- Two thirds are to be paid as a 'Group Payment' to the Group Account by the Section Treasurer, either by bank transfer or by cheque to the Group Treasurer. (Note: a large proportion of this is paid out annually in the form of District and Scout Association dues).

The Treasurer of each Section is to transfer the latter to the Group Treasurer **by the latest** at end of each term.

Appointed Section Leaders, Assistant Leaders and Section Assistants who have children in any of the Group Sections are only required to make a payment of one third of the required subscription which shall be retained by the Section for its own use. Leaders who are not substantially 'full time' may be asked to make a proportional payment for their children.

### 2.2 Non Payment of Subs

If subscriptions become overdue, two reminders will be sent - automatically set up via OSM/card payment system, or manually by the Section Treasurer.

Should the amount remain outstanding after 28 days from the second reminder, the Section Leader/Treasurer will attempt to make contact with the parent to ascertain if there are any financial considerations. If there are no extenuating circumstances a formal letter/email will be sent by the Group Treasurer or Group Scout Leader giving 14 days notice to make the payment. This shall also note that unless payment is made within 14 days membership will be terminated.

Upon membership being terminated (and notified to the parent), the relevant space will be offered to the next person on the waiting list. In order to re-join, all outstanding fees shall be paid before joining the waiting list.

## 2.3 Hardship Policy

Parents are encouraged to contact the Group Scout Leader, in confidence, should they have concerns regarding financial difficulties. In consideration of the situation, the Group Scout Leader, after consultation with the Group Chairman and/or Treasurer may be able to offer one or more of the following support :

- Deferment of payment or payment by instalments.
- Hardship Fund - The Group aims to maintain a hardship fund which may be allocated to ease financial constraints for individuals on a case by case basis. Support will generally not exceed 50% of the cost.

## 2.4 General Expenditure

Any member of the Group may be likely to incur a series of discrete and small expenses in the executions of their role, in the organisation of Section activities and camps and for items such as uniforms.

Such expenses shall be reclaimed according to the extant Expense rules using the approved Group wide **standard** Claim Form. In order to maintain financial control it is requested that people do claim expenses in a timely fashion. The extant approval rules and limits (eg. countersignatories and mileage rates) are documented within the Expenses Claim spreadsheet. NB/ there is a likelihood that non-approved expenses will not be reimbursed.

The expense template spreadsheet may be completed and submitted electronically (via email, along with scanned receipts) or manually i.e. by printing and submitting a paper (hard) copy along with original receipts. The originals of all scanned receipts must be retained for audit purposes.

Broadly speaking:

- All usual expenses for the running of the Sections are to be met from the Section's Funds including: Activity materials, Activity outings, Postage, Phone Calls, Travel, Badges, Books and the day to day expenses required for running the Section.
- Camping expenses such as Camp Fees and other reasonable expenses are to be presented to the Camp Treasurer (who will be appointed when an individual camp is planned) for settlement. These shall be accounted for separately from the Section Accounts. The Camp Treasurer may be the Group or a Section Treasurer.
- Training Expenses are to be notified in advance to the GSL for approval at least one month prior to the event – please see Section on Training below.
- Uniform expenses will be met from Group funds, not Section funds.

## 2.5 Group Events

All Group events are to be planned and budgeted sufficiently far in advance to be self-funding and to ensure provision of an adequate cash flow.

Scout Camps, Pack Holidays, Beaver sleepovers and other residential experiences should aim to cover their costs **and to provide a small surplus, where reasonably practicable**, to fund equipment replacement in agreement with the Group Quartermaster or Group Scout Leader. Any significant surplus (>10%) shall be reported to the Group Executive by the appointed Leader in Charge.

Some activities may be entirely funded by the Group (such as District organised competitions and outings), others may be subsidised by the Group and others may be charged for at cost price. All subsidies require approval by the Group Executive Committee.

It is the responsibility of the Appointed Leader in charge of the event to ensure that it is properly budgeted and financed (including subsidy approvals) and that all required monies are collected prior to departure. A report of the finances shall be made to the Group Treasurer after the event.

Budgets should be presented to the Group Executive through the GSL or by presentation to the Group Executive Committee at least four months before large camps or events.

Payment for attendance at all camps/trips/activities is due in advance the event, unless agreed with the leader in charge of that trip. Places may be forfeited should payment not be received by any due date, and any overdue payment will still remain payable.

All deposits are non-refundable. Where there is a single payment for a camp or trip, this should be taken to constitute a non-refundable deposit. Other payments are generally non-refundable, in particular where cancellation is made by a Member after a payment deadline has passed.

If attendance is cancelled after a payment deadline has passed, the balancing payment will remain payable as at this point the Group is likely to have committed to expenditure. On these occasions, non-payment may result in refusal of participation in other events or suspension of membership of the group until payment has been made. Cancellation of attendance on a trip does not remove the requirement to pay unless this has been agreed with the Group Scout Leader or Leader in charge of the trip.

## 2.6 Capital and Maintenance Expenditure

Where there will be larger items of expenditure, two limits will apply:

- 1) The Minor Capital and Maintenance expenses limit is for expenditure over £500 but below £2000. Expenses below this limit are deemed 'incidental;' and covered by the prior General Expenditure section.
- 2) The Major Capital and Maintenance Expenditure limit is for expenditure over £2000.

Item 1 is intended to cover those items relating to things like minor building maintenance and fixtures and fittings (e.g. new shelving, a 'shooting wall') and for the purchase of larger/more expensive Scouting kit (e.g. new rifles, new canoes). These will require clearly stated formal pricing from the suppliers. Prior approval by the Executive is required to proceed

Item 2 is intended to cover larger Projects such as building works, kitchen refits, major decoration etc. Such Major Capital and Maintenance Expenditure will require the preparation of a written Scope of Work from which a minimum of three written quotations shall be obtained. The Group Executive shall then award the Contract based on the submitted tenders. The Group Executive may apply their discretion i.e. the cheapest supplier may not win – the cost, our experience of the supplier, their wider reputation, their availability to meet the Groups timescales etc being valid judgement criteria. However, the reasoning behind the decision and the decision itself shall be formally documented

Per the Group Constitution, approval to proceed to purchase items in either category can be agreed via email correspondence (e.g. eMail could be used to record discussion, validation criteria, assessment and decision for the purchase of a new front door).

The Group Treasurer shall report details of all such expenditure in the two categories above at each Group Executive meeting.

Expenditure shall be examined to ensure that the claimants do not split what should realistically be one claim into a series of smaller ones to circumvent rulings regarding tendering large items.

## 2.7 Bank Accounts

The Group will have a number of Bank Accounts. Each Section shall have its own account. There will be a Group Wide Account. At the discretion of the Group Treasurer additional accounts may be created (eg. a "Scout Summer Camp " account.)

The Group Treasurer and GSL must be a signatory *on all* Group and Section bank accounts including those of the Camp and any Special accounts.

Per POR, all bank accounts will require a minimum of two signatures OR THE DIGITAL EQUIVALENT to carry out transactions.

Each Section will open and administer its own bank account and appoint a Section Treasurer. Each Section Treasurer is responsible to the Group Treasurer and will produce Section accounts when requested by the Group Treasurer, GSL or Executive Committee Chairman.

Section accounts are to be submitted to the Group Treasurer no later than one month following the end of year account period (which for the 5<sup>th</sup> Farnham is the 31st of December each year).

Bank accounts are to be set up such that the Group Treasurer can, on request, be supplied with copies of statements. Sections treasurers shall keep receipts and provide these to the

Group Treasurer on request. On retirement of a Section Treasurer they will hand over the historical document set to the new incumbent.

Note: The day to day organisation of oversight, audit and compliance checking is the responsibility of the Group Treasurer. POR, the Charity Commission etc advise that “frequent” checking should occur - ideally at least monthly.

The Group Treasurer will ensure that Group, Section and Camp Accounts are set up in such a way that financial transactions can be readily, easily and frequently audited.

Any arrangement where banking/payment charges will be incurred will be agreed by the Exec and will be a Group, not Section, expense.

## 2.8 Surplus Funds

Sections may keep an agreed portion (see 2.1 above) of the collected subs to use in the running of the Section.

Sections may independently fund raise for Section specific events.

The intent, however, is that the Section funds, over the annual accounting period, will remain broadly neutral i.e. Sections shall plan to neither make a ‘profit’ or a ‘loss’. Sections should not be amassing large surplus funds.

Accordingly, a nominal limit of £2000 in holding ‘cash’ at year end per section is set – such cash being that generated from an individual Section’s subs, Camps (for which a separate account shall be kept), Activities or Fund Raising that is not spent in that accounting period.

Funds over the above limit are deemed “surplus funds”. The Group Executive, as directed by the Group Treasurer, reserves the right to ask that such surplus funds shall be transferred to the Group “general fund” which the Group Executive deploys for the overall benefit of the 5th Farnham membership.

## 2.9 Reserves

The Group Treasurer shall hold a contingency reserve, the value of which will be agreed by the Group Executive Committee and will be reviewed at the AGM.

The Group’s Policy toward reserves will be informed by the Charity Commission’s Guidance e.g. per their guidance document “Charity reserves: building resilience (CC19)”

As at January 2020 the Group Policy is to hold a **NOMINAL** £10,000 reserve.

**Investment Policy:** The Group’s Investment Policy is that, where possible, the reserve will be placed in interest bearing savings accounts. The Exec shall have the discretion to place some of reserve in term accounts (e.g. in a twelve month fixed interest account) to maximise such interest.



The Group Executive decided in 2019, under advice from the District Commissioner at the time, that we should not compromise our aim to promote exciting Scouting for our Group by “slavishly” holding large ring-fenced reserves to the detriment of that aim. Therefore, we shall aim to pragmatically use existing funds and where circumstances dictate will “dip” into the nominal reserve above e.g. if there is a need for new/additional equipment for the current generation of Scouts as a result of additional events (shooting, archery etc) being added to the Section Programmes.

The Exec will continue to raise funds for significant Projects (e.g. building works) or equipment purchases (e.g. a new trailer, a mini-bus). Such funds shall be ring fenced and identified as such in either the Taylor Hall Trust or 5<sup>th</sup> Farnham Scout Group accounts as applicable.

Where funds are being accrued and ring fenced in saving up for some major goal (e.g. for Building Works) then sufficient detail must be provided (e.g. building plans, costs from quantity surveyors, indicative quotes from suppliers etc)

## **2.10 Gift Aid**

The Gift Aid scheme is to be used and promoted both at Section and Group level.

It is very important this is efficiently done as the recovered monies are significant. The Group Treasurer will advise the Section Leaders and Treasurers who need to ensure parents are aware and notify the Group of their Gift Aid status in a timely fashion.

## **2.11 Training (District Reimbursement)**

The District will reimburse the cost of mandatory modular training (e.g. Wood Badge training) for Section adults holding appointments in the Group. Proof of attendance will be required prior to reimbursement.

A discretionary contribution toward other relevant training courses may be available on prior application to the District Executive through the District Training Manager or District Commissioner.

Any other Training reimbursement not covered by District will normally be paid by Group after prior discussion with the GSL (e.g. for activity based training such as Shooting and canoeing qualifications). Grants and Training trust funds will be accessed where possible.

## **2.12 Uniform – Leader Reimbursement.**

Holders of Leader Appointments will be reimbursed for the first uniform purchased and its replacement as required every five years thereafter. The Group Executive will finance the provision of basic uniform items i.e. shirt/blouse, trousers/skirt, belt and scarf/tie.



Holders of Leader Appointments and Group Executive members will be provided with a Group and/or Section Hoodie/Sweatshirt and T-Shirt at intervals of 5 years.

The Group Executive may make discretionary awards for uniform against any application made through the GSL.

## 2.13 Gift Policy.

The 5th Farnham Scout is a charity and as such must comply with Charity Commission rules.

<https://www.gov.uk/government/organisations/charity-commission/services-information>

Broadly speaking, any monies of the 5th Farnham (whether raised by subscriptions from Scouts, fundraising etc) is expressly for the purpose of furthering the aims of the charity and therefore should not be used for gifts. The Executive Committee must be demonstrably complying with the detail **and the spirit** of Charity Commission guidelines.

For officials, (Executive & Leaders) and Helpers, the Scout Association has a formal awards system which is overseen at the local level by our District Commissioner. The 5th Farnham can nominate people for such awards (and will).

If the Executive Committee, after due deliberation, are of the opinion that some small gifts could sit within the spirit of Charity Commission guidelines it is acceptable that a low value gift may be awarded to acknowledge and recognise volunteers who have gone above and beyond, principally those leaving after significant or long service.

Such gifts require prior approval by the Executive Committee. Such approval can be given by eMail or at an Exec meeting. The person applying to make this gift shall document the reason for the award. There is a limit per award of £25. There is a limit of 1 award to any given individual in a Financial Year.

## 2.14 Group Equipment

All users of the Group's Equipment (including items such as Rifles, Canoes, Bikes) deployed during normal scouting events are not normally subject to additional charges providing the users are leaders or members of the 5<sup>th</sup> Farnham Scout Group.

At the Executive's discretion, some nominal charge may be levied for "wear and tear" on high value equipment to facilitate its upkeep and future upgrade/replacement (e.g. by asking for camps to budget a small surplus to facilitate replacement of kit).

With due prior notice, accepting that Scouting events always have precedence, Leaders may personally use Group Equipment without charge e.g. use of a Group canoe to practise etc. However, it is noted this is on a "you break you replace" understanding of trust.

The Group's Equipment may be used by other members of Scouting (e.g. other Farnham Scout Groups) but only with the prior permission of the Group Executive. When so

approved a charge *may* be levied and a deposit against damage *may* be required. The value of these will be determined by the Group Executive and amended as appropriate.

There may be occasions where the 5<sup>th</sup> consider the use of Group equipment for events outside our Group and outside Scouting. This usage may be supervised by 5<sup>th</sup> Farnham Group members (e.g. a shooting “taster” session) or not. In such cases:

- A charge may be made for “external” users subject to the Group’s Executive Committee decision.
- Applications for such use by others outside the Group should be made four weeks prior to use

**Repairs.** Equipment repairs will be paid from Group Funds. Quotes shall be obtained prior to repair and approved by the GSL. Payment will be per the Finance Rules above i.e. following submission of receipted expenses

## **2.15 Use of the 5<sup>th</sup> Farnham Scouts’ Properties and Building Usage charges**

The 5<sup>th</sup> Farnham Scout Group currently have rights over two buildings - The Taylor Hall and Black Pond Lane. For details please see the Group Constitution.

Both these sites are primarily facilities for Scouting and other youth organisations (by agreement of the Executive committee, Scouting taking precedence).

The Group Executive will encourage the facilities to be utilised to their maximum potential to benefit young people. The use of Group premises for other Scouting purposes (e.g. County Training & Meetings) is encouraged as this promotes the reputation of the Group. A donation may be sought for such use.

There will be no fee for Group meetings e.g. Executive committee meetings and the standard periodic Section meetings.

Explorer units are organised on a District wide basis (i.e. Explorer Units are not formally a part of a Group within Scouting). Therefore, fees for the use of the hall and equipment will be applied to the Farnham District Explorer Units, negotiated annually in September by the Group Treasurer with the District Explorer Scout Commissioner and collected annually in arrears.

At the discretion of the Executive committee, the Taylor Hall may be used by Exec Committee members, Leaders or by those associated with the group (e.g. by parents of Scouts) for personal events such as a Scout’s birthday party. In these cases permission must be sought in writing/email and approval given in writing/email. The Executive will consider each application individually. The “hirer” will need to ensure all appropriate insurances and licences are taken out (at their expense), undertake to make good damage etc . A suitable “hiring contract” form will be used. There will be no set fee for such usage. However, the user will be asked to make an appropriate donation to the 5<sup>th</sup> Farnham Scouts.

For the purposes of Fund Raising the Executive committee may decide to allow the Taylor Hall to be used by external, and commercial, organisations e.g. by Child Groups, for Pilates classes, by local business.

Each such case will be considered by the Executive committee to ensure that they are appropriate, the risk is measured and contained (e.g. via Insurance, deposits, the arranged management). In all cases Scouting has primacy.

For such usage appropriate charges will be levied that shall include those for hiring of the buildings. All of the terms and conditions will be held in a formal contract that will be approved by the Executive Committee and signed by delegated members of it and the client.

The above contract will consider and remind users of:

- Their responsibilities to maintaining good relations with our Neighbours (noise & traffic)
- Their formal Liability (damage to building or contents and accident liability to users)
- The applicable charges e.g. Hire charges (hourly charge or the whole event)
- The users' responsibilities for Cleaning & rubbish removal
- Appreciation of those areas "out of bounds" (e.g. Equipment store, Leader's office etc.)
- Their responsibility for security e.g. that when leaving they ensure that the buildings and grounds are secured and that lights and other electrical equipment are switched off according to procedure.

## **2.16 Support for Attendance at National and International Events/Jamborees**

The Group wishes to support individuals (young people and Leaders) who are selected to attend Scouting events such as Jamborees in this country and abroad. Should the individual wish to apply to the Group for assistance with funding this should be made in writing to the Group Scout Leader to be discussed at the next Exec meeting.

The Group Executive Committee will, on an annual basis, make available an amount of money from which individuals can apply for a grant, making their case for support and funding according to their means. Some or all of the annual 'pot' may be used for a single individual, or shared between a number of people.

## Part 3 - Insurance

The Group Executive shall be responsible for taking out and maintaining in place all necessary insurances required by POR with respect to Group owned Buildings, Equipment and Events (including Third Party, Public Liability etc where appropriate).

Care shall be taken to ensure that an accurate and up to date inventory of Scouting Equipment is kept, updated annually, and is covered by a suitable insurance when stored in an approved Group Store (currently the Taylor Hall or Black Pond Lane), in transit to an event (this could occasionally include overnight at a leader's house e.g. Rifles prior to a camp) and on sites.

Similarly an accurate inventory of the fixtures and fittings of the various Scout buildings is required (e.g. Fixed cookers, microwaves, computers).

It should be noted that equipment and personal items used on Group activities not owned by the Group, are not insured under the Group's policy and are therefore used at the owner's risk.

Where a privately owned vehicle is used for Group purposes the driver shall ensure that the vehicle is fully insured for the intended Scouting use.

Where a vehicle is hired for Group use it is to be insured 'Fully Comprehensive'. The Hirer(s) shall verify that 'Excess Insurance' is also taken out to minimise potential financial exposure to Group in the event of a claim arising.

Per <https://members.scouts.org.uk/factsheets/Group%20Treasurer.pdf>, it is the Group Treasurer's responsibility to ensure that proper inventories are maintained and suitable insurance arranged with a reputable provider who understands Scouting. Clearly they will need help from the GSL, Group Quartermaster etc. The work of attaining suitable Insurance Quotes can be delegated (e.g. to another Exec Committee member) but the responsibility remains with the Group Treasurer.

Note: The Scout Association has a specialist provider, Unity. Salvation Army General Insurance (SAGIC) is another well-known provider of Insurance to charities and Scouting.

## Part 4 – Activities

### 4.1 Section Programme

All sections will offer a good quality balanced programme in line with the Scout Association guidance.

The Group shall endeavour to support initiatives and events which are organised by the District, County or National Headquarters. The Group or individual Sections will participate at the discretion of the Group Scout Leader, the Assistant Group Scout Leader and individual Section Leaders.

The Group will aim to hold a number of Group events each year e.g. Family Group Hikes, a Family Camp (FIFTHFEST), Remembrance Parade.

### 4.2 Explorer Scouts

The Group will actively encourage Group Members who are or who are approaching 14 years old to take an active role within an Explorer Scout Unit. Explorer Scout Units are governed and administered by the District. However, the K2 Explorer Unit is currently homed at the Taylor Hall. The Group will actively encourage Explorer Scouts who express an interest to take on Young Leader roles with the Group and support them in completing their Young Leader training programme.

### 4.3 Young Leaders

Explorer Scouts may register as 'Explorer Scout Young Leaders' (ESYL) with the District Explorer Scout Commissioner. All young leaders shall as a minimum attend the Module A training session of the Young Leader Training Scheme. They may work towards their Young Leader award. Non-members (eg. those undertaking their Duke of Edinburgh award) may only work within Scouting for the period required for their volunteering section. During this period they may operate as any other young leader with that section and will also be required to complete the training requirements (module A). In addition to this young people are encouraged to complete training appropriate to their role. Throughout this period they will be insured and may operate within the section as if they were members (this includes taking part in camps etc, but does not include taking part in the wider explorer scout programme or acting as service crew at a campsite). Any non-member over-18 wanting to undertake volunteering is required to undergo the normal safeguarding checks (DBS) to become an Occasional Helper.

All Young Leaders shall be given a copy of the 'Orange Card' – 'Young People First Safeguarding – a Code of Practice for Young Leaders' when they first join a section.  
[https://members.scouts.org.uk/documents/103799\\_VO%20Orange%20Card\\_April2019\\_WEB.pdf](https://members.scouts.org.uk/documents/103799_VO%20Orange%20Card_April2019_WEB.pdf)

Section Leaders will require Young Leaders/volunteers to supply personal/emergency contact information and relevant medical information as they would for any leaders in case of emergencies. This may be stored on OSM. The data/privacy policy shall apply.

Anyone applying to do their volunteering with any section in the Group should contact the GSL in the first instance. Priority will always be given to members.

## 4.4 Adult Training

The 5<sup>th</sup> Farnham (Bourne) Scout Group Leaders are committed to being the best Leaders they can be and the Group will support Leaders undertaking training in any way it can.

All Section Leaders, Assistant Section Leaders and Section Assistants will need to complete their 'Getting Started' training within 4 months of joining and obtaining their provisional role. This includes the GDPR online module. This will be validated by their Training Adviser.

All Section Leaders and Assistant Section Leaders will be expected to undertake training to work towards their Wood Badge (adult leader training award) over a period of 3 years. This may be by attending courses, accessing online 'e-learning' or downloadable workbooks, attending small group training sessions or one-to-one with other leaders.

Modules are 'validated' usually involving a meeting with the Training Adviser and Leaders might be asked to provide written/digital evidence of the training criteria, or be observed at Section meetings, or other members may be asked to provide written testimony about the learner and the application of their training.

Permits for Nights Away or Adventurous Activities will also involve adult training and assessments and the Group strongly encourages all Leaders to commit to obtaining Permits which will expand the opportunities for the young people to benefit from new experiences in Scouting.

All Leaders are expected to undertake First Aid Training as soon as possible after joining (as a minimum Scouting's First Response qualification) and renew the qualification every 3 years.

Safeguarding and Safety training form part of the 'Getting Started' training and Wood Badge modules, but all Leaders are strongly encouraged to attend additional sessions when they are offered, and renew the training at a minimum of 3 year intervals.

The Group will seek to provide additional training for other relevant issues, for example Young People with Autism, LGBTQ+ awareness.



## Part 5 – Health and Safety

### Group Risk Policy

The Group Executive will review the major risks to which the Group may be exposed on an Annual Basis. These will be monitored and mitigated when necessary.

The main risk areas identified are:

- Damage to property and equipment: The Group stores most of its equipment within the Headquarters and adjoining garages and has contents insurance to mitigate against loss or damage.
- Injury to leaders, helpers, supporters and members: The Group through the membership fees contributes to The Scout Association's standard insurance policy. The County Insurance system also takes out extended insurance for all Leaders' Children. NOTE: The Group has also taken out Personal Injury insurance for Occasional Helpers and other non-member adults working with the Group and this is subject to yearly review
- Reduction or loss of Leaders: **The Group is totally reliant on volunteers.** If there were a reduction in the number of leaders to an unacceptable level in a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group. We continue to encourage parent involvement in order to provide support and keep parents involved.
- Reduction or loss of members: The Group provides activities for young people aged 6 to 14 years. If there were a reduction in membership in a particular section or the Group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

### 5.1 Health & Safety Policy

The 5th Farnham Scout Group adheres to the Health and Safety requirements detailed in POR plus the requirement that all Group events and activities away from the Taylor Hall must involve a written Risk Assessment (RA).

The policy of the Group is to provide its members with a range of activities utilising the Scout Association's programme, to enable them to experience the fun, friendship and adventure of Scouting in an environment that promotes their health and safety. The Group complies with the Scout Association's Safety Policy.

The Group does not intend to eliminate all health and safety risks, as this would prevent the Scout Group from providing virtually all of the activities (such as arts and crafts, games, camps, hikes, cooking) that its members enjoy. Instead, the Scout Group intends to manage the risks so that they are comparable with those experienced by the families of its members when they supervise their children at home, take them to places by car, walk to the shops, play games etc. Injuries may therefore occur from time to time. These will be



handled and recorded per the standard Scouting processes in force at the time (e.g. by recording the incident and actions taken in the Building/Camp First Aid log).

The Group Health and Safety Policy potentially applies to the following people:

- Everyone who visits the Group's Headquarters including Members and their families, Scouting visitors from other Groups, members of the public, people working at the site, casual and ad hoc visitors and uninvited visitors.
- Everyone who takes part in the Scout Group's activities at any location.

It is the Group policy that, where sensible and applicable, other Risk Assessment Documents will be produced, periodically reviewed and updated. For example, there will be an RA one for the Taylor Hall itself, one for usage of portable Gas Stoves.

## 5.2 Building Safety

A member of the Executive Committee will hold the "Building Manager" portfolio. They may choose to appoint a "building management sub-committee". The aim is:

- Ensuring health & safety are considered of paramount importance.
- Ensuring that all risk assessments of the premises are carried out at regular intervals and that resulting actions are prioritised and dealt with promptly and efficiently.
- Managing the maintenance and running of the premises, including grounds, for the benefit of its Members and to acceptable standards. This includes providing facilities and utilities such as toilets, a kitchen, furniture, heating, lighting etc. security and landscaping.
- Ensuring that all legal, contractual and associated financial matters with respect to Group premises are resolved, including lease agreements, buildings & contents insurance, utility bills and other Group liabilities.
- Ensuring that Group premises are adequately secure. The Building Manager and GSL(s) shall maintain a list of those personnel who have keys to the 5<sup>th</sup> Farnham Scout Group Buildings. Spare keys shall be held in the Key Safe in the Taylor Hall.

When the building is in use, the Group Scout Leader (or if not present the Section Leader responsible for the relevant section activity), or named key holder shall be assumed to be responsible for the building and its occupants including fire evacuation procedures, health & safety issues and security.

When leaving, it is the responsibility of the relevant person (see above) to ensure that the buildings and grounds are secured and that lights and other electrical equipment are switched off according to procedure.

The Group shall seek to improve the premises and facilities. The Group shall implement and maintain a Development Plan which will be reviewed regularly. In accordance with this Plan, the Group shall seek external funding (through grants and other charitable bodies) as appropriate. All significant works to the building or premises must be approved by the Executive Committee.

## 5.3 Fire Safety

A member or members of the Executive Committee will hold the “Fire Safety Officer” portfolio. This role will be responsible for performing the yearly Fire Risk Assessment, documenting findings and following up any resultant remedial actions required.

They will also work with the Building Manager to perform any periodic checks the Safety Policy requires e.g.

- That a weekly Fire Alarm check does take place (instructions on how to perform the procedure should be written up and available in a known place)
- To ensure the fire alarm testing boxes are appropriately labelled to ensure easy and correct weekly testing.
- That Fire instruction/training is carried out including nominated staff to be trained to provide assistance to disabled persons if required
- To check that Section Leaders do perform a termly Fire Drill and log that e.g. in a “fire log book”: to inform GSL of delinquencies.
- That Emergency lighting ‘flick’ testing is performed monthly. (instructions on how to perform the procedure should be written up and available in a known place).
- That an Emergency lighting 6 monthly function test is performed (instructions on how to perform the procedure should be written up and available in a known place).
- Ad hoc checks e.g. to ensure no combustible materials are left in inappropriate places (arson risk) etc.
- To ensure that all Scouting Gas Supplies are stored in the external Gas Cage.

They will also ensure that the required checks and servicing by an approved certified contractor take place at the correct periodicity (usually every 6 months)

## 5.4 Mini Bus Driving

Any driver transporting members of the Scout Association by mini bus (a vehicle with between 9 and 16 passenger seats) must hold a current MiDAS certificate.

**MiDAS** is the Minibus Driver Awareness scheme, overseen by the Community Transport Association U.K. (CTA) which promotes a nationally recognised standard for the assessment and training of minibus drivers. It's is a membership based scheme that is designed to enhance safe minibus driving standards and promote the safer operation of minibuses, currently there are over 5,000 member organisations throughout the UK.

It should be noted that the District Executive will reimburse the full cost of MiDAS training for a maximum of two people from the Group per year.

Holders of other recognised qualifications for passenger vehicles may be exempt. However, they must have written authorisation from the District Commissioner prior to taking Members on the public highway.

## 5.5 Smoking

Smoking is not allowed in the presence of young people or in any building or structure being used for scouting. Leaders who smoke must do so responsibly and out of sight and away from young people. This constraint also applies to “vaping”.

## 5.6 Alcohol

The Group adheres to the rules detailed in POR Rule 2.4.d. which include among others the requirement that adults must not consume alcohol when they are directly responsible for young people involved in a scouting activity.

Further, at least two responsible adults must refrain from taking alcohol at any scouting event, camp or overnight experience.

## 5.7 Scout Emergency Procedures

Leaders should be trained in these and be in possession of a “Purple” card entitled “Safe Scouting and What to do in an Emergency” and follow all necessary procedures.

[https://members.scouts.org.uk/documents/safety/Emergency%20card%20\(Purple%20Card\)%20screen%202019%20v3.pdf](https://members.scouts.org.uk/documents/safety/Emergency%20card%20(Purple%20Card)%20screen%202019%20v3.pdf)

## 5.8 Specific Responsibilities of the Group Scout Leader

The Competent Person for Health and Safety purposes is the Group Scout Leader(s), who shall ensure that:

- The headquarters and grounds receive a formal annual health and safety inspection/ risk assessment, including fire risk assessment, using external advisers if required.
- There is an implementation programme for actions identified by health and safety risk assessments and that progress is monitored within the Group and/or Building Management Committee.

These responsibilities may be delegated to members of the Executive Committee. If so it shall be formally recorded to whom.

Incidents and ‘Near Misses’ will be discussed openly at Leaders’ Meetings to review/update procedures and share any lessons. The GSL(s) will inform the Exec of the outcome of any investigations in their role of monitoring the Safety Policy of the Group.

## 5.9 Specific Responsibilities of Leaders

All leaders, assistants and instructors have a responsibility to:

- Consider the health and safety of young people and adults in all the activities that they run and help to run.
- Undertake Risk Assessments (RA) of all activities, providing clearly written and recently reviewed RA for adventurous activities
- Ascertain the Scout Association's rules for the safe operation of activities and to adhere to them. This includes the safety rules of other organisations for activities such as archery and water sports.
- Set young people a positive example in health and safety matters. This ranges from basic hygiene to the correct use of equipment and the provision of safety precautions.
- Train young people in the behavioural requirements and safety rules of the activities in which they participate. Scouts will be reminded of the Scout Law that "A Scout makes good use of time and is careful of possessions and property"
- Inform Parents of the nature of the activities that take place during Section meetings, camps, expeditions, etc. as well as the start, end and transport arrangements. This may be via Online Scout Manager, letters, emails, posters in the HQ or verbally.
- Accident forms should be completed as soon as practicable after an incident, scanned and saved securely, with the hard copy locked in the secure filing cabinets at the Taylor Hall.

## 5.10 Specific Responsibilities of the Executive Committee

The responsibilities of the Executive Committee in relation to Health and Safety are as follows:

- protect and maintain the safety of the Group's property and equipment (see 2.6, 2.14, 5.2)
- provide insurance for persons, property and equipment (see Part 3)
- monitor the implementation of the Safety Policy locally (see 5.8)
- appoint advisers to the Group Executive Committee as required (see 5.8)
- appoint and manage sub-committees as required (see 5.2, 5.3)
- where staff are employed, act as a responsible employer

## 5.11 Specific Responsibilities of Young People

All section members have a responsibility to apply both the technical and behavioural aspects of safety to the activities they do, otherwise they exclude themselves from them.

During the Section Programmes, the 5<sup>th</sup> Farnham Scouts will (from time to time) include sessions where Scouts will be asked to participate in activities that require them to reflect on their own behaviour and that of others with a view to ensuring they are growing as considerate and kind individuals. See also Section 9 and Appendix C.

## 5.12 Specific Responsibilities of Parents

Parents and other responsible adults have a responsibility to:

- Satisfy themselves as to the planned arrangements and ensure that their children are in appropriate health (especially with regard to infectious conditions) and arrive and are collected on time.
- Provide health information, particularly in relation to ailments, medication, specific emergency responses and food allergies that may impact the food consumed during activities or restrict participation in the activities.
- Inform leaders if changes are needed to a young person's health/social information or notify them of other relevant family circumstances.
- Provide written consent for activities when required.
- Participate in Section rotas (on mutually agreed dates) to ensure that the adult to child supervision ratio is maintained. Otherwise that they organise their own "backfill"
- Inform Leaders of any significant concerns that they have in relation to health and safety. Parents also have a responsibility to help the Scout Group resolve health and safety issues by helping with the work on the headquarters, grounds and equipment and/or supporting the fund raising activities that finance these improvements.
- Ensure that drivers and their vehicles adhere to legal requirements such as insurance, tax, MOT, seatbelts, child seats, alcohol limits, mobile phones and the highway code when transporting members to, from or during Scout activities.

The Group would note that Scouting is run by volunteers. To deliver safe and effective programmes we require the strong support of parents.

## Part 6 – Membership Policy

### 6.1 Waiting List Policy

Young people can be added to the Group's waiting list at any time.

This typically occurs via direct eMail to the Group Scout Leader generic eMail Address ([GSL@5thfarnham.org.uk](mailto:GSL@5thfarnham.org.uk)).

All applications for joining the waiting list will be acknowledged by the Group Scout Leader(s) when received; it is therefore vital to ensure this acknowledgement has been received to confirm that the young person has been added to the list.

Where places become available within a section, places will be offered to young people who have reached the necessary age for that section. The Group Scout Leader, in conjunction with the appropriate section leaders, is responsible for determining how many places are offered and to whom taking account of the sections needs and the longer-term impact upon subsequent sections.

In general, the admission priorities will be:

- Existing members of the Group transferring to the next Section i.e. Beavers to Cubs and Cubs to Scouts.
- Children of adults who have been formally working in the Group as a Leader, Section Assistant, Instructor or other key role (such as an active and fully contributing member of the Executive Committee) for at least 3 months and who have committed to continuing to work with the Group for a minimum period of one year.
- Young people with siblings already members of the Group.
- Young people who are already in Scouting who are moving to the area from outside of the Farnham District.
- Young people from elsewhere.

Within each of these priorities, places will be allocated to young people in the order of being added to the waiting list.

When waiting lists exceed the number of spaces available, a child that does not obtain a place in one section will be moved to the waiting list for the next age group.

It should be noted that (at the time of writing) the 5<sup>th</sup> Farnham Scout Group is a very successful and popular Group with a long waiting list.

## 6.2 Joining & Leaving

Membership of the Scout Group is under the control of the Group Scout Leader. On a day-to-day basis, this is managed by the respective section leaders for each section.

Young people may visit a section meeting to see if they like Scouting and the activities. At this time they must be accompanied by their parents. Should they then wish, they can then join the waiting list.

Membership may be terminated under the following circumstances:-

- When a parent informs the Leaders that the young person is leaving.
- When a young person has failed to attend for four consecutive weekly meetings or attends less than 50% of meetings in a term without a satisfactory explanation.
- Failure to pay membership fees.
- Where a Member fails to abide by the Code of Behaviour, they will be deemed to have excluded themselves. Parents will be consulted should this seem likely to occur and the final decision is made by the Group Scout Leader under these circumstances, subject to The Scout Association appeals process.
- When a young person reaches 14 years and 6 months of age.



## Part 7 – Data Handling and Privacy Policy

### 7.1 Membership and Data Privacy

The Group as part of the Scout Association in the United Kingdom is a membership organisation. To enable it to operate and to communicate with its Members it is necessary to maintain records about them. This will include keeping details of name; address; date of birth; contact telephone numbers; email address.

The Group will also keep details of Member's progress through Scouting (badges gained etc.). Information held in our Scout Group may be shared from time to time within Scouting including with the Headquarters of the Association. Adults and young people have the same rights under the Data Protection Act 1998 (or subsequent relevant legislation). The Act covers paper based as well as computer-based information.

Certain information is classed by the law as 'Sensitive Personal Data'. In a Scouting context this may include information about Member's:

- health (to ensure that we are prepared for medical emergencies it is important that we hold relevant information).
- disabilities (to ensure a safe participation in activities, details of any disability need to be known).
- religious or similar beliefs (this will help us ensure that we make appropriate arrangements when necessary).
- racial or ethnic origin (again this will help us ensure that we are sensitive to cultural needs of our members).

All of the information provided will only be used for Scouting purposes. It will not be passed to any third parties outside of the Scout Association without explicit instruction and consent.

In accordance with the Data Protection Act 1998 (or subsequent relevant legislation), Leaders and other administrators appointed by the Group shall control and process records securely, records will not be kept longer than necessary and hard copy records will be destroyed or otherwise disposed of in a secure manner (e.g. in a shredder).

Most Personal Records are maintained electronically in the Online Scout Manager system or the Scout Association's "Compass" system. All electronic data will be held securely with access restricted to those with a need to access it. Records will be destroyed when no longer required.

Note: The 5<sup>th</sup> Farnham Scout Group operates an "alumni" programme. An "opt in" to this Programme is assumed on joining and noted in the "Welcome Letter".

Parents of "moved on" Scouts will continue to receive information about what we are doing in order that they may contribute in some manner (e.g. attend fund raising events, make donations for our major Projects) if they so wish.

The 5<sup>th</sup> Farnham Scout Group will retain the minimum data required for this purpose (e.g. an eMail address).

The 5<sup>th</sup> Farnham Scouts Group operates a number of Facebook Groups. These are "closed" groups for reasons of security and privacy. Parents will be informed on the process

for joining these Groups as part of the Groups “welcome/onboarding” process. They will be removed from those groups when their child “moves on”.

Scout Leaders and the Group Executive also use a secure messaging service (WhatsApp) and the Trello online management tool to help them organise and run the Group.

For further information please see: <http://5thfarnham.org.uk/privacy/>

## **7.2 Photographs & Images Policy**

From time to time, the Scout Group may take photos and moving images at Scouting events and use these images for publicising and promoting the Group and Scouting.

These images may be used in Group newsletters, on the Group website or other Scouting websites, on Social Media, in newsletters, to decorate the walls in the Group HQ, be shown at AGM as well as in other appropriate locations and publications.

These images must be used responsibly. A picture must not be linked with a child’s full name (or other personally identifiable data) and especially not on publicly available publications, such as a website.

The Scout Group will assume consent to these conditions and use still and moving pictures of adults and children for the stated purposes unless explicitly instructed otherwise in writing. Such instruction must be addressed to the Group Scout Leader.

Parents are requested to not post pictures on Social Media of Children other than their own without the permission of the child’s parents. The Group does not have control over photographs or moving images taken by others and is not able to prevent publication of such images.

A statement on use of photographic or other images will be agreed from time to time by the Executive Committee and displayed within the Scout Headquarters. This will include a request to parents to not post pictures on Social Media of Children other than their own.

## Part 8 – Protection and Inclusion

### 8.1 Faiths & beliefs

The Group is an open Scout Group, which means that the Group accepts Members in all Sections with different faiths and beliefs (or none) and in accordance with the Scout Association's Religious and Equal Opportunities policies.

However, as a mark of respect and in following long standing Scout tradition, the Group will attend a Remembrance Sunday Church Parade each year. Members will be encouraged to attend and wear a Poppy. The Group shall lay a poppy wreath in remembrance.

### 8.2 Child Protection

Child Protection is of paramount importance to us. The Group follows the Scout Association Child Protection Policy. It is the Policy of the Scout Association to safeguard the welfare of all members by protecting them from physical, sexual or physical harm.

The "Young People First" code of practice ('Yellow Card' will be displayed at the Group HQ.) <https://archive.scouts.org.uk/media/996788/Yellow-Card.pdf>

Young Leaders carry a similar 'Orange Card'. Both are issued by the Scout Association.

All Adults in Scouting, including Members of the Scout Network who wish to work with young people, must accept and understand this policy. They must also agree to put the Association's policy on child protection into practice. Leaders and Young Leaders must attend regular safeguarding training.

Child Protection also includes protection from bullying. It is the Group's policy that bullying in any form is unacceptable: we will strive to have in place rigorous anti-bullying strategies in accordance with the Scout Association Anti-Bullying Policy.

<https://members.scouts.org.uk/documents/safeguarding/Anti%20bullying%20Guide.pdf>

Information for Parents on Safeguarding, concerns and complaints is provided in the following leaflet:

<https://members.scouts.org.uk/documents/supportandresources/Safeguarding/Safe%20and%20Sound%20leaflet.pdf>

### 8.3 Suitability Checking of Individuals associated with the Group.

In accordance with POR attention is drawn to the need for adults (those over 18 years) assisting in Section evenings, events or camps to have satisfactorily completed the necessary Disclosure and Barring (DBS) check.

The Group do require Parents to help on a rota basis – nominally up to two times per term. DBS clearance is not required for such periodic and occasional help. However, should the parent become more involved then the Group will require a DBS.

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Individuals wishing to become leaders will additionally need to meet, and be approved by, the District Appointments committee and provide references as well as undertaking training.

Note: Farnham District has a very popular yearly “Family Camp”. Families use their own tents, self-cater etc.,. Every parent, or sibling over 18 who stays overnight at this camp (or similar) will need a valid DBS.

## 8.4 Inclusion

The Group follows the Scout Association Equal Opportunities Policy. No young person or volunteer should receive less favourable treatment on the basis of, nor suffer disadvantage by reason of:

- age
- class or socio-economic status;
- ethnic origin, nationality (or statelessness) or race;
- gender (including gender reassignment);
- marital or civil partnership status;
- sexual orientation;
- disability (including mental or physical ability);
- political belief;
- pregnancy;
- religion or belief (including the absence of belief)

All Members of Group should seek to practise that equality, especially in promoting access to Scouting for young people in all parts of society. The Scout Association opposes all forms of racism.

The Group admits boys and girls in all Sections subject to the age restrictions imposed by the Scout Association.

Section Leaders must, on accepting a new member, ensure that enquiries are made regarding a member’s physical or other health requirements and ensure that these are recorded (within the constraints of extant legislation such as GDPR). Further, that, **as necessary**, these are advised to other Section Assistants, Section Leaders, Assistant Group Scout Leader and Group Scout Leader.

**The 5<sup>th</sup> Farnham Group require that Parents of our Scouts give full confidential disclosure in this respect. Failure to do so will compromise our ability to act in loco parentis. The 5<sup>th</sup> Farnham Scouts also notes failure to do so shall constitute “bad faith” in legal terms and thus absolve the 5<sup>th</sup> Farnham Scouts from any resulting circumstances or actions.**

Adult Leaders must be informed if anyone attending a Scouting event has any special needs or health issues which might affect their safe enjoyment of Scouting.

# 5th Farnham (Bourne) Scout Group.

Headquarters: The Taylor Hall, 32 Frensham Road, Farnham, Surrey, GU10 3PA



Subject to the safety and enjoyment of others attending the event and our ability to provide appropriate Leader resources and adult support, the Group we will do all it can to ensure these needs are catered. However, there may be circumstances where the Group's volunteer Leaders and their helpers cannot balance the needs of the individual with those of the many and we may need to make some pragmatic decisions. We will consult with Parents should this be the case and would look for their understanding and support.

## Part 9 – Behaviour, Discipline, Complaints.

### 9.1 Behaviour Policy

#### 9.1.1 Rationale

When you join Scouts you make your promise, and part of that promise is to keep to the Scout Law. The third Scout Law is “A Scout is friendly and considerate” and the seventh Scout Law is “A Scout has self-respect and respect for others”. Members have to try their best to keep to the Scout Laws, and whilst at Scouts, this means they have to show respect to both the Scouts at the Troop and the helpers and Leaders. We encourage children to take responsibility for their own actions, developing self-discipline, respect for themselves, others and the environment. This creates a happy, caring group, which enables effective skills and learning to take place. We do not tolerate bullying, name calling or put downs to any member of the Scout Group. We support children in such instances to consider their actions and the feelings of others.

#### 9.1.2 Code of Behaviour

Scouting is all about FUN, FRIENDSHIP and ADVENTURE and these can only be achieved by working together. By requiring certain behaviours from our Members, we provide a greater freedom for the Group as a whole and everyone who is part of it. We all therefore need to keep to a few simple rules.

All sections are expected to follow these rules, although they will be explained in terms more appropriate to their age.

Parents are expected to support Leaders in ensuring their child understands and follows the rules.

#### 9.1.3 Uniform

Uniform should be worn for all Scouting activities whether at our headquarters or external events unless notified to the contrary.

Uniform should be worn correctly, neatly and without fuss during the formal parts of meetings such as flag break, grand howl, investitures and badge presentations and when attending external events, such as parades.

Uniform should be respected at all times it is worn.

#### 9.1.4 Listen

All section members should listen attentively when Leaders are talking or when explaining details of games and activities and will wait until the leader has finished explaining the details before asking questions.

Everybody should help minimise the amount of time spent listening to instructions by avoiding interrupting, talking over other people, chatting to others or making noise.

If a leader calls for quiet such as raising an arm or blowing a whistle, then everybody must immediately stop what they are doing and keep quiet until told to continue.

No one makes a noise or causes disruption during quiet times such as at the beginning or end of meetings, when game rules are being explained, or when a Leader requests silence.

### **9.1.5 Friendly and Helpful**

We expect everybody to be friendly to everyone, treating him or her in the way they would like to be treated.

Members are expected to try their best in everything, even games and activities that they do not like.

Members shall always encourage others by being constructive and helping them to do better. Negative comments and criticism are not to be used.

### **9.1.6 Time Keeping**

All members should arrive at meetings on time to allow a prompt start.

Parents should turn up to collect their children on time at the end of meetings and activities. Section leaders will endeavour to ensure that meetings finish on time or messages are given if running late.

### **9.1.7 Respect**

All members of the group should have respect for all other members of the Group as individuals, whatever their differences.

Respect should be shown to all property and equipment which should be looked after and put away correctly after use and shall not be deliberately damaged nor misused.

Bullying is not tolerated at any time and will be taken seriously if it occurs.

### **9.1.8 Safety**

All activities will be run in accordance with Scout Association safety rules and procedures.

Everybody must listen to and obey all safety rules explained by leaders or instructors.

During activities, unsafe or inappropriate behaviour is not permitted under any circumstances and will result in exclusion from the activities.

### **9.1.9 Trust**

All members should always tell the truth and show that they can be relied upon to follow safety rules, be on time and do as they are asked.

Members are expected to keep the Beaver Scout Promise / Cub Scout Promise / Scout Promise, as appropriate.



## 9.2 Discipline Policy and Procedures

Section Leaders will induct Members (Beavers, Cubs and Scouts) and as part of that process be very clear on the expectations regarding their behaviour. Sections may also revisit this from time to time with their Group as a whole to help ensure we are conducting meetings in a safe manner.

Parents will receive an onboarding/welcome pack (that shall include this document) so that they are fully aware of the expected standards. (See also Appendix B) This will also lay out the Group's expectations regarding parental involvement and support.

Consequently, the Group would hope that the need for disciplinary measures (certainly at the level of any exclusions) is a rare occurrence. However, should they come to pass we shall look to parents to take a considered view of the actions and decisions made by our volunteers. If, on such reflection, they do not agree with the actions taken then the Complaints Process (see 7.3 below) should be followed.

All disciplinary actions will be appropriate to the young person concerned and take account of their age and personal circumstances. Parents will be kept informed of persistent unacceptable behaviour and actions deemed necessary to deal with the situation.

If a Member is warned about unacceptable behaviour then this behaviour must stop immediately. If the behaviour continues either immediately or resumes later then the leader may exclude the section member from the current or a subsequent activity as appropriate.

Serious incidents or constant unacceptable behaviour will be communicated to the Member's parents by the leader - either face to face, via telephone call or in writing (eMail is acceptable) or both. If deemed appropriate by the Section Leader this may result in an exclusion of the section member from a number of meetings or activities.

Where such an exclusion occurs the Group Scout Leader(s) should be informed.

The 5<sup>th</sup> Farnham Scout Group does have a Yellow/Red card disciplinary system available for Leaders to implement IF THEY WISH. This is detailed in Appendix C to this document.

Continued serious behaviour issues will be discussed between the Group Scout Leader, the Leaders and the parents to identify a solution. In extreme cases this could result in the young person's membership of the group being terminated.

The 5<sup>th</sup> Farnham Scout Group would note that the role of the Group Scout Leader(s) is one of oversight and monitoring. We believe in teamwork, trust and support across the leadership group. The running of their Sections is the responsibility of those Section Leaders – including discipline. The Group Scout Leader(s) would not expect regular “hands on” involvement with respect to Section discipline.

Per above, in the case of serious incidents (e.g. those resulting in exclusions) the GSL(s) would expect to be informed as the final decision on all Scouting matters does rest with the Group Scout Leader(s).

Per the Complaints procedure there is an escalation route for those cases where, after due and careful consideration of the full facts and circumstances AS LAID OUT BY THE UNDERSTANDING OF THE LEADER the Parents consider an error has been made.

In such case the parents should contact the GSL(s) laying out the basis of their appeal.,

If agreement cannot be reached then the final decision rests with the Group Scout Leader.

## 9.3 Complaints

In the first instance, all complaints should be directed to the Group Scout Leader in writing. Should the complaint be about the Group Scout Leader, then this should be directed to the District Commissioner. All complaints will be dealt with in accordance with The Scout Association's Complaints Policy (please see this link):

<https://scouts.org.uk/contact-us/complaints/>

## **Part 10 - Review**

This policy document is to be reviewed at the first meeting of the 5th Farnham Executive Committee each calendar year.

The results of the review should be noted in the minutes and this document updated as necessary and re-issued.

The GSL (or Co-GSL) and Chairman of the Executive Committee are to sign this Policy Document.

A copy of this document is to be retained by the Group Secretary.

Copies of the Policy Document are to be made available to the membership of the Group Executive.

Copies of the Policy Document shall be circulated to the Groups' Scouters (i.e. Section Leaders, Assistant Section Leaders).

A copy shall be posted on the Group's Notice Board.

## Part 11 - Approvals

This Executive Policy was approved per below.

It should be read in concert with the 5<sup>th</sup> Farnham Group Constitution and the Expenses Spreadsheet.

As a reminder it is noted that nothing in this Policy is intend to, nor should, countermand the overriding requirement that: **'All scouting in the 5th Farnham (Bourne) Scout Group will be in accordance with the latest rules and guidelines as published by the Scout Association in POR'**.

Should any reader surface such a related issue they should immediately contact the current Executive Chairperson or the GSL.

This constitution was reviewed and approved by

Signature:

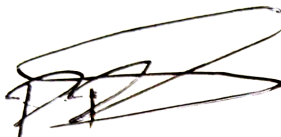
Print name (block capitals)

\_\_\_\_\_

Role:

Executive Chairperson

Date

  
\_\_\_\_\_ Paul Barnes  
Executive Chairperson 27/2/20.

Signature:

Print name (block capitals)

\_\_\_\_\_

Role:

Group Scout Leader

Date

GR TURTON  
I. R. TURTON 27/2/20  
\_\_\_\_\_ Group Scout Leader

## **Appendix A – The Sections of the 5<sup>th</sup> Farnham Scout Group.**

For reference, the Sections that comprise the 5<sup>th</sup> Farnham (Bourne) Scout Group are listed below. This list is provided for information only and is not a formal part of the constitution. Should it change then this Appendix may be amended without requiring any authorisation.

As at February 2020 the 5<sup>th</sup> Farnham there are the following Sections.

- a) Woodland (Monday) Beavers
- b) Riverbank (Tuesday) Beavers
- c) Panther (Wednesday) Cubs (until July 2020)
- d) Wolf (Wednesday) Cubs
- e) Tiger (Thursday) Cubs
- f) Fox (Monday) Scouts
- g) Bourne (Tuesday) Scouts
- h) Taylor (Thursday) Scouts
- i) The K2 Explorer Unit (Wednesday) is attached to the Group.

## Appendix B – Welcome Letter and Onboarding

When Scouts join the 5<sup>th</sup> Farnham they will receive a welcome “pack” from their Section.

These aim of this is to inform the parents of our expectations of and for their children, of our expectation on them in respect of their support for the Group (e.g. that they faithfully perform their rota sessions)

There is no fixed pro-forma here as those Letters should reflect both the particular Sections (Beavers, Cubs, Scouts) and the “style” of their leaders.

However, they should include links or copies of:

1. The Group Constitution
2. The Group Policy – asking that they pay particular attention to discipline, behaviour and the Red/Yellow Card disciplinary process (per this document)
3. The Scout Association Complaints Policy
4. The Group’s Privacy Statement and adherence to GDPR – with an explicit reminder re the use of photographs, joining our closed Facebook Groups.
5. The address of the Scout Association Website: <https://members.scouts.org.uk/>

It is suggested that they :

1. Also include an explicit reminder that we require FULL (confidential) disclosure of any health issues including mental health ones, of medicines being taken and whether the Parents are administering those per advice. But also noting that there is no mandatory Autism Training for Leaders
2. Should look to gather data on the parent’s skills and interests so we might (from time to time) get their help. For example, ask about their Hobbies (Model Making, Gardening, Skiing, Cooking, Carpentry, Hiking). Also to ask about their Professional Skills (Building, Plumbing, Electrics, Architecture, Healthcare...) in the hope they may also wish to contribute those to the Group e.g. on the DIY days
3. Should remind parents of the importance of having sufficient “supporting” members – whether within the Section (e.g. Section Quartermaster, Treasurer), the Group (e.g. Executive, Fund Raising) and ask they consider volunteering themselves.
4. Should place some “obligation” on the parents to look at the various Scout websites e.g. if they wish to understand badge attainment to relieve work on our volunteer Leaders.

## Appendix C – Yellow and Red Card Process

When starting a new section members of the 5th Farnham (Bourne) Scout Group and their parents will be made aware of the Group's expectations regarding behaviour and the need for sensible and graded sanctions if they are not met.

The Group wishes parents to know that it does not think it unreasonable to look for their support of the Scout Leaders in what may be difficult situations concerning their child.

Most sections will develop their own 'Code of Conduct' but as a general guide members should consider things like:

- Standing properly alert, silently during formal beginning and ending of meeting eg. when raising and lowering the flag
- Listening quietly when a leader is taking the register or talking to the Scouts
- Following a leader's instructions quickly and sensibly
- Showing respect to, and following instructions given by, other volunteers/helpers/parents giving their time to support the group
- Only using the climbing wall as part of an organised activity
- Using pieces of equipment in the way they are intended to be used
- Being kind to others – leaders, adult helpers, and other scouts, in words and actions.
- Joining in with games and activities sensibly and 'playing by the rules'
- Playing with other scouts in a way that avoids physical or mental hurt
- Always wearing their uniform correctly and neatly

Our trained volunteer leaders will constantly endeavour to promote positive behaviour, reward good behaviour and achievement, and make considered decisions and adopt strategies to deal with situations as they find them.

Behaviour which is unacceptable may be identified in the following categories:

1. Low level disruption during the meeting or activity; Talking instead of listening; Unduly rough play; Disrespectful or unkind behaviour/language/backchat; Lack of engagement and deliberate non-co-operation; Potentially dangerous actions.
2. Persistent disruption and negative behaviour listed in 1. above, along with disregard for instructions and despite clear guidance to improve; Inappropriate use of language (abuse/swearing); Deliberate lying; Bullying (targeted unkindness).
3. Violence/fighting; Racist or homophobic behaviour or language; Deliberate vandalism; Stealing; Dangerous behaviour (with risk of serious harm to themselves or others).

Although we would hope it is not required there is a progression of sanctions: Verbal Warnings, Yellow Cards, Red Cards. HOWEVER, more serious transgressions can result in immediate Yellow and Red Cards at the discretion of the Leader.

### Verbal Warning

Where behaviour is not meeting the expected standards (see point 1 above) Leaders will take the Scout (or Scouts) aside ('Scout' here also includes cubs and beavers) and make



clear the issue. They will check that the Scout understands and that this constitutes a verbal warning. It should be reminder enough. The Scout will be reminded that any further negative behaviour could result in a YELLOW CARD and that if this occurs their Parents will become involved.

## **Yellow Card**

Should unsatisfactory behaviour reoccur or persist (see point 2 above) the Scout will be told that their parents will be informed of the facts and circumstances both verbally and in writing and this constitutes a YELLOW CARD. The YELLOW CARD will remain in force for the remainder of the half term. They will commence the new half term with a “clean slate”. The Scout may be asked to “sit out” some part of the activity – or the rest of that session. It is hoped that this will cause a period of mature reflection from the Scout (including them considering whether they really do wish to be in Scouts).

## **Red Card**

Should a second Yellow Card occur during the same half term (or even on the same day) this will constitute a RED CARD. A RED CARD might also be issued immediately in the event of the most serious transgressions (see point 3 above) - even if no Yellow Card has been issued). If a RED CARD is issued the Scout will be informed that they have been red carded and they will then be excluded for a given number of sessions, as decided by the Leader based on the facts around the given situation. The Scout may be asked to “sit out” the remainder of the session, and the parents may be contacted to collect the Scout immediately. The Group Scout Leaders (GSL) will be informed. Parents will be informed of the facts and circumstances both verbally and in writing. At their discretion, Leaders and/or GSL may request a meeting with the parents to discuss the situation and the future expectations. Parents are also welcome to ask for a meeting. Depending on the seriousness of the issue a Scout may be asked to leave the Group.

## **Appeals**

If the Parents of a member feel their child has been mistakenly issued a yellow or red card, then they have the right to appeal the decision with the Group Scout Leader (by emailing [gsl@5thfarnham.org.uk](mailto:gsl@5thfarnham.org.uk)). Any appeal must be made within five days of the sanction being given and a final decision will be made on whether to uphold or dismiss the red card, or alter the sanctions, within 14 days of the appeal.

## Appendix D – Training

The Leaders of the 5<sup>th</sup> Farnham Scout Group will undertake that training as mandated by the Scout Association in order to gain their “Wood Badge” as trained leaders. Funding for such training is provided centrally from the capitation fees we pay to the Scout Association.

Leaders and appointed “skills instructors” MAY also undertake further training (driven by their own skills and interests) relating to the Activities that Scouts undertake e.g. Climbing, Canoeing, Mountaineering, Yachting...). Parents should appreciate that these require significant personal commitment both for the initial training and the ongoing (e.g. continuing professional development training) many such Activities require to retain achieved certifications.

It is the Group policy to support such training by provision of funding (e.g. course fees and Leader Expenses) BUT on the understand that Leaders will subsequently regularly (e.g. at least three times per year) use that training and ACROSS the Group (to ensure we are “levelled” between Sections).

### Autism/Mental Health Training

There is (at the time of writing) no mandated Scout Association Training related to how our inclusive organisation helps those Members who are somewhere on the “Autism spectrum” or are suffering personal circumstances that are affecting their mental health.

Per the SA advice (see links below) we will work in partnership with parents/carers, to identify needs and plan support strategies.

<https://members.scouts.org.uk/supportresources/search/?cat=377,786>

<https://members.scouts.org.uk/supportresources/1301/tsa-policy?cat=419,377,293,350&moduleID=10>

The Group would emphasize that as volunteers our resources in this respect cannot be expected to match those of professional paid ones such as schools. Where applicable, and all parties agree **in writing** that it is appropriate & required, the Group will work up a specific documented “Care Plan” with the parents of identified children.

The 5<sup>th</sup> Farnham Scout strive to be an exemplary Group and we have built relations with a local children’s Charity – Mustard Seed Autism Trust: <https://www.mustardseedautism.co.uk/>

Through this relationship it is our policy to offer additional (voluntary) training to our volunteer Leaders and have seen a great take up! We would note that provision of this training is a significant Group Expense. It is the Group policy that our Fund Raising needs to cover that expense.

Recent events (across Scouting more broadly as well as locally) have caused the Group Executive and the Scouting leadership team to consider whether we need to do more. As of January 2020 it is therefore our policy that Leaders may request additional external funded professional help.

# 5th Farnham (Bourne) Scout Group.

Headquarters: The Taylor Hall, 32 Frensham Road, Farnham, Surrey, GU10 3PA



For example, further Leader sessions may be arranged and mentored (also at cost). With due confidentiality the knowledge garnered will be shared across Leaders.

It is also our Policy that appropriate external professional advice may be taken on a 'consultancy' basis.

In both these cases it is emphasised that this Policy is clearly bound the Group's ability to fund in a manner that is not detrimental to the wider Group. Where conflicts do appear then the Group Executive will make a decision or refer up to District and County leadership for decision and/or advice.

## **LBGTQ+ Training**

The possible need for some training in this respect was raised at the September 2019 Leader Meeting. The Scout Association does not currently offer such training. The 5<sup>th</sup> Farnham will monitor this situation and implement training when we can.

## Appendix E – Information Technology (IT) & Communications

It is the policy of the Group that we set up and maintain good lines of communication and information sharing between:

- The Group Leadership: Executive Committee and Section Scout Leaders (Online Scout Manager, eMail, Facebook, secure messaging, Trello)
- Leaders and Parents e.g. via Online Scout Manager, eMail, via Facebook.
- Parents themselves: Where applicable and explicitly agreed by given participants (and conformant to wider Scouting Association policy and National legislation like GDPR)) directly between Parents e.g. sharing of eMail addresses across a Section's parents to facilitate lift sharing and other ecologically aware actions.
- The 5<sup>th</sup> Farnham and other Scout Groups in the District and wider area
- The 5<sup>th</sup> Farnham and the General public in a manner fully conversant with safeguarding. The intent here is to showcase what we do and the positive contribution we make to our local community.

The Executive Committee may appoint an "IT Sub Committee" to look at the infrastructure that is required to meet these aims and to provide management of it

It is the Group's policy and intent that a comprehensive, cost effective commercial suite such as the "Microsoft 365" package is used to provide eMail addresses that are so called "task ID's" i.e. NOT those personal eMail addresses of the individual leaders e.g [fox.troop@5thfarnham.org.uk](mailto:fox.troop@5thfarnham.org.uk) and to also provide File Storage and Diary Functions.

In this manner, a number of leaders have access to the given eMail address. Also, a comprehensive history of communications is retained for audit purposes etc.

**Note:** We appreciate that electronic communications are in widespread use and that our society consequently (seemingly) has an inbuilt expectation that responses will be rapid. However, the Scout Association has no requirement that individual leaders shall have an eMail address and leaders are volunteers. The Group policy is therefore that we will always attempt to respond to received communications in a reasonable timescale taking into account such constraints. However, we will not be "held to account" for some perceived service level of response time that any individual parent may have.

The shared file stores better enable knowledge sharing and the re-use of intellectual capital etc. The diary function should avoid clashes in requests e.g. for use of rooms and equipment etc, aid communications and help the smooth ongoing functioning of the Group.

The Group fully appreciate that not all Leaders, or parents, are fully conversant with such technology. Where appropriate data will be printed and shared, notices will be placed within the Group premises (on our noticeboards etc.).

It is Group Policy that each Section will print and place on the Group noticeboard each term's programme.